

INTERVIEW PREPARATION KIT

A simple, practical workbook to help you prepare
with more clarity and confidence.

■ PREP SMARTER, NOT LONGER

Inside:

- ✓ 30-minute prep plan
- ✓ Your best stories worksheet
- ✓ STAR answer builder
- ✓ Common question planner
- ✓ Interview-day checklist
- ✓ Post-interview scorecard

You do not need perfect answers. You need clear stories, honest examples, and a little preparation.

01 — THE 30-MINUTE PREP PLAN

Short on time? Use this page instead of trying to prepare for everything.

0–5 MIN	Know the role Write down the top 3 things this job seems to need.
5–12 MIN	Know your proof Choose 2–3 real examples that show you can do those things.
12–20 MIN	Prepare your story Build one strong STAR answer from your best example.
20–25 MIN	Prepare the basics Why this role? Why this company? Tell me about yourself.
25–30 MIN	Prepare your questions Choose 2 thoughtful questions to ask them.

MY TOP 3 PRIORITIES FOR THIS ROLE

1.

2.

3.

QUICK REMINDER

Research enough to understand the role and company — but spend most of your prep proving what **you** bring.

02 — FIND YOUR BEST STORIES

Most interview answers become easier when you already know which experiences you can use.

Think of 3 moments you are genuinely proud of. They do not have to be huge.

STORY 1 — A WIN

A result, project or achievement you are proud of.

STORY 2 — A CHALLENGE

A difficult situation, mistake or problem you handled.

STORY 3 — A PEOPLE MOMENT

A time you worked with, helped, influenced or supported someone.

For each story, ask yourself:

■ What was happening?	■ What did I personally do?
■ What changed because of my actions?	■ What did I learn?

■ *You can reuse the same story for different questions — just change the part you emphasize.*

03 — BUILD A STAR ANSWER

Use this for behavioural questions such as “Tell me about a time when...”

S • SITUATION

Set the scene. What was happening? Keep it short.

T • TASK

What were you responsible for? What needed to happen?

A • ACTION

What did YOU do? Focus on your decisions, steps and skills.

R • RESULT

What happened? Add a number, outcome or lesson if possible.

ONE-LINE TAKEAWAY

What does this story prove about you?

■ **GOLDEN RULE:** The “Action” section should be the biggest part of your answer.

04 — COMMON QUESTIONS, YOUR ANSWERS

Do not write a script. Write 3–5 keywords so your answer still sounds like you.

Tell me about yourself. Present → past → why this role

Why do you want this role? What attracts you + what you can contribute

Why should we hire you? 2 strengths + proof

What is a weakness you are working on? Honest + what you are doing about it

Tell me about a challenge. Use STAR

Where do you see yourself growing? Direction + realistic next step

05 — YOUR QUESTIONS + INTERVIEW DAY

The interview is also your chance to decide whether the opportunity is right for you.

2 QUESTIONS I WANT TO ASK

1.

2.

INTERVIEW-DAY CHECKLIST

- I know the role and can explain why I want it.
- I have 3 examples ready.
- I can give a clear “Tell me about yourself” answer.
- I know the interview time, location/link and contact person.
- My CV/resume and any required documents are ready.
- I have prepared my questions.
- I will pause, think and answer — I do not need to rush.

06 — AFTER THE INTERVIEW

Before you overthink it, capture what actually happened.

MY QUICK SCORECARD

How did I feel?	☐ Great ☐ Okay ☐ Unsure ☐ Not for me
Did I explain my experience clearly?	☐ Yes ☐ Mostly ☐ Need practice
Did the role match what I expected?	☐ Yes ☐ Maybe ☐ No
Would I accept another interview?	☐ Absolutely ☐ Maybe ☐ No

WHAT WENT WELL?

WHAT WOULD I IMPROVE NEXT TIME?

ONE THING I WANT TO REMEMBER

You are allowed to learn from an interview without judging yourself by it.

FREE RESOURCE • Keep this workbook and use it before your next interview.