

Interview Worksheet

(Graded Assessment)

Name: _____ Date: _____ Per: _____

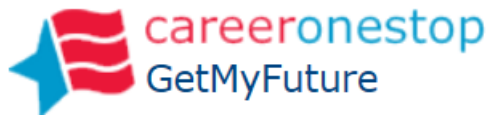
Go to [CareerOneStop](#) (Link on our webpage).

According to the page, what are the three things you **SHOULD DO** before an interview?

According to the page, what are four things you **SHOULD DO** on the day of an interview?

Summarise the six things you should do during an interview

According to the page, what do you need to do **after the interview?**



Common interview questions

Tell me about yourself.

This is often used to break the ice. This is different than just sharing about your personality. Your answer should be brief, and relate to your qualities that would help in the job.

Why are you interested in working for this company? How do you think you will fit here?

Talk about positive things you know about the company and how they fit with your goals. This shows you cared enough about the interview to prepare for it.

How do others describe you?

You can prepare for this in advance by asking friends and people you have worked with how they would describe you. The employer wants to understand how you would fit with their team.

What are your strengths?

Use this question to show how your qualities could be used on the job and could benefit the company. List out your strengths ahead of time and think about what's needed on the job.

Give an example of how you solved a problem in the past.

The employer wants to know the process you go through when problems crop up. State the problem and describe the steps that you followed to reach the solution.

Give an example of a time you were part of a team project.

Your answer could be from work, or other areas, such as community projects, school, family, sports, or theater. They want to understand how you operate with co-workers and if you communicate well.

What is your major weakness?

Answer this positively by showing how you handle, or overcome a weakness. For example, "I was very sensitive to criticism. But from coaches, and my previous manager, I've become more comfortable with feedback, and I know I've improved my performance."

Tell me about your education.

Highlight classes you especially liked, and training, degrees or certifications you've earned.

Where do you see yourself in three years?

Talk about the skills and knowledge you hope to gain to make a contribution to the organization.

Give an example where you showed leadership and initiative.

Talk about a situation from a past job, volunteer work, or personal experience in school or other activities when you thought about the needs of others and helped out or led. Initiative is about taking action that wasn't required or expected, like volunteering or reaching out to others, or taking on a challenge.

Instructions: Write a sentence or that responds to each question. Imagine what you would say *exactly* during an interview:

Why are you interested in working for this company? _____

How do others describe you? _____

What are your strengths? _____

Give an example of how you solved a problem in the past.

Give an example of a time you were part of a team project.

What is your major weakness? _____

Tell me about your education. _____

Where do you see yourself in three years? _____

Give an example where you showed leadership and initiative.

Part 2: With a **Partner**, take turns interviewing each other.

- As the **Interviewer**: Read each question out loud. Give your partner your full attention. Take a few notes. Note positive or negative responses. Would you hire this person?
- As the **Interviewee**: Answer as your *best professional self*. DON'T read off your worksheet! Respond in complete sentences. Sell yourself!

Why are you interested in working for this company? _____

How do others describe you? _____

What are your strengths? _____

Give an example of how you solved a problem in the past.

Give an example of a time you were part of a team project.

What is your major weakness? _____

Tell me about your education. _____

Where do you see yourself in three years? _____

Give an example where you showed leadership and initiative.
