

Interviewing Prep Worksheet



Checklist: Make sure you have...

- ✓ Researched the company: website, social media, mission and vision, news
 - hint: know why you want to work for them!!
- ✓ Professional attire (Clothes Closet offers access to free professional attire in the Career Center)
- ✓ A pen and paper for notes
- ✓ A portfolio of sorts—pictures/summary/website of your work (optional but recommended)

Helpful Resources:

- Review what employers are looking for per question at [The Balance Careers](#)
- Review Cal Berkeley's [Guide on Interviewing](#) (tips for difficult questions on last 3 pages)
- Review the [Interview Playlist on YouTube](#) by Self Made Millennial, an HR professional for tech who offers question-by-question both what employers are looking for and great sample answers
- Look in [Glassdoor](#) to see if the company has interview questions listed, especially **technical questions** that are designed to check for requisite knowledge by having you solve problems, write code, talk through handling case studies, etc.

Directions:

- Draft your answers to the most frequently asked interview questions. This will help you to understand the **value you bring** and your **interest in the role** so you are ready to communicate that in the interview!
- Use the resources above to **tackle specific questions** that you are struggling with—such as “greatest weakness” or “where do you see yourself in 5 years?”
- Answers should be between **30-90 seconds** (max 60 seconds for a phone screening).

Traditional Questions:

1. **Tell me about yourself.** (hint: think about answering the questions: who are you, what do you do, how do you do it, and for whom/why do you do it?)

2. **Why are you interested in this role/company/industry?** (hint: show off your research and express your genuine enthusiasm!)

3. **What is your greatest strength?** (hint: provide *tangible* examples of how your strengths show up in your internships, school, part-time jobs, clubs, organizations, volunteer work, etc. This should not just be positive adjectives; tell them stories as proof!)

4. **What is your greatest weakness?** (hint: something that shows your maturity and self-awareness, but is a weakness you are actively working on improving)

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5. **How do you prefer to be supervised?** (hint: give specific examples! If you can't think of a supervisor, think about your professors or other people who have directed you. It's also okay to say you are flexible, but a supervisor you really liked was so and so)

6. **Where do you see yourself in 5 years?** (hint: this is a trap! Focus on how you want to professionally develop in 5 years, but do not talk about ambitions that would take you away from the role for which you are interviewing. They likely want someone for the long term)

7. **Why should we hire you?** (hint: give summary with the best highlights of your education, experience, qualities, and interest in the position)

8. **What questions do you have for us?** (hint: give context to the questions you ask. For example, "I saw on your website that the company has done XYZ. I was impressed, and am curious how that impacts ABC?" This shows you have done your research and are genuinely invested and interested!)

Behavioral Interview Questions: "Tell me about a time when..."

- Watch this video on the [Story Toolbox](#) to know the purpose of these stories.
- Then write out at least **5 success stories** from your past that will allow the interviewer to imagine your interpersonal skills, communication skills, initiative, creativity/innovation, leadership, planning & organization, flexibility, and decision-making.
- Step 1: Brainstorm. Think about and write down times when you...

resolved conflict:	overcame an obstacle:
handled competing tasks:	achieved a big goal:
solved problems:	worked under a deadline:
led/took initiative:	worked on a team:
failed:	made decisions:

- Step 2: Organize your top stories using the **STAR Method**:
 - **Situation** – What was the background? Explain: Where? When? With whom?
 - **Task** – What needed to be done? Why?
 - **Action** – What specific action did you take? What tools did you use?
 - **Result** – State the successful accomplishment: product/project outcome & relational outcome (if the story has an interpersonal element) OR what was learned

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Story 1:

Situation	
Task	
Action	
Results	

Story 2:

Situation	
Task	
Action	
Results	

Story 3:

Situation	
Task	
Action	

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Results	
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Story 4:

Situation	
Task	
Action	
Results	

Story 5:

Situation	
Task	
Action	
Results	

Next steps:

- Practice!
 - Use [CPP's Big Interview](#) to record yourself and watch your own interview
 - [Schedule an appointment](#) with a Career Specialist
 - Practice with a friend, family member, mentor, etc.

After the interview:

- Send a thank you email to all interviewers within 24 hours! (hint: ask for business cards during interview. If you forget, look on the website, try to connect via LinkedIn, or ask the recruiter)
- After waiting for the amount of time the interviewer stated was needed for the recruitment (usually 2 weeks), follow up respectfully and optimistically every 3-5 business days to show your interest
- Have more questions? [Email your Career Specialist](#).