

Interview Preparation Worksheet

Aligning your talking points/work examples with the job requirements.

Skill/Attribute/Quality in the job description	Best example(s) of where you have actualized the skill	Highlights and outcomes you acheived
Job Description says: <i>One or more years of teaching experience</i>	Example(s): <i>Taught three semesters of English 125. Guest lectured in upper level writing course. Facilitated creative writing group.</i>	Highlights and outcomes: <i>Achieved average of 4.9 on teaching evaluations. Introduced new writing technique to faculty's course. Helped students edit work; two published in poetry magazine.</i>

**This technique is modeled after the STAR formula. The STAR formula is most often used for answering behavioral interview scenarios; however the foundation of this technique i.e. outlining the Situation or Task, Action you took, and Result of your action is*

Other things to Consider when Preparing

1. Personality traits or values that are job related.
2. 3-5 accomplishments that would be of interest to the person(s) interviewing you.
3. The 3 most important things the interviewer(s) should know about you.
4. Concerns an employer might have about you and what will alleviate those concerns.