



EASTIN CENTER FOR CAREER READINESS

Spears School of Business

Interview Prep Guide

An Interview Prep Guide is a worksheet to help you feel more prepared and confident for your upcoming interview. Be sure to take it (or a version of your own) to an interview so that it can assist you.

Personal Experience using Competencies

- Communicating Effectively: _____
- Managing Conflict: _____
- Juggling multiple priorities/Managing Complexity: _____
- Demonstrating Self-Awareness: _____
- Ensures Accountability: _____
- Creativity and problem solving: _____
- Building relationships & trust: _____

Self – Development

- Leadership roles: _____
- Campus/Community involvement: _____
- Volunteer experience: _____
- People of influence: _____
- Books, podcasts, additional resources: _____