



## 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: \_\_\_\_\_

### Strengths & Weaknesses

For strengths, we recommend providing 3 and explaining how they have helped you to be successful. When it comes to weaknesses, we recommend providing 2 and explaining how you have worked to overcome that weakness.

Example – Strengths:

- A. Self-motivator
- B. Attention to detail
- C. Organizational skills

Example – Weakness:

- A. Over-commit
- B. Procrastinating on less interesting tasks

**Strengths:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**How they have helped you to be successful:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Weakness:**

1. \_\_\_\_\_

**How you have worked to overcome it:**

\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

**How you have worked to overcome it:**

\_\_\_\_\_  
\_\_\_\_\_

### Company Specific

Based on the job posting and what you know about the company, what is the company looking for in a candidate?  
For example, the company may want a candidate to be energetic, self-motivated and a strong communicator.

**What questions do you have for the company?**