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.

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**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:

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**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

**Strengths:**

1. ____________________________  
2. ____________________________  
3. ____________________________

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

1. ____________________________  
   ____________________________  
   ____________________________  

2. ____________________________  
   ____________________________  

3. ____________________________  
   ____________________________  

**Example – Weakness:**

A. Procrastinating on less interesting tasks

**Weakness:**

1. ____________________________

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

1. ____________________________  
   ____________________________  
   ____________________________  

2. ____________________________  
   ____________________________  

**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?**