

Mini Workbook: Your Interview Preparation Guide

Step 1: Identify Your Interview Type

Research the company and role to determine the likely interview format.

Notes:

- Company Name: _____
 - Role: _____
 - Interview Type (Phone, Video, In-person, Panel, etc.): _____
 - Key Details About the Interview Process: _____
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Step 2: Prepare Responses Using the STAR Method

Situation

Briefly describe the context.

- Example: "At my previous role, we faced a challenge with..."
- Your Situation:

Task

Explain the challenge or responsibility.

- Example: "I was responsible for..."
- Your Task:

Action

Detail the steps you took.

- Example: "To resolve this, I initiated..."
- Your Action:

Result

Share the outcome.

- Example: "As a result, we improved..."
- Your Result:

Step 3: Practice with a Partner or AI Tool

Get feedback to improve clarity and confidence.

Practice Log:

Date	Mock Interview Partner/ Tool	Key takeaways

Step 4: Post-Interview Reflection

Note down key questions and your responses. Identify areas for improvement. Send a follow-up email to express gratitude and reiterate your interest.

Reflection Notes:

- Key Questions Asked: _____

- Your Responses: _____

- Areas for Improvement: _____

Follow-Up Email Template:

Subject: Thank You for the Opportunity – [Your Name]

Dear [Interviewer's Name],

Thank you for taking the time to speak with me about the [Job Title] position at [Company Name]. I enjoyed learning more about the role and team.

I appreciate the opportunity to discuss how my skills align with your needs, and I am excited about the possibility of contributing to [Company Name]. Please feel free to reach out if you need any additional information.

Looking forward to your response.

Best regards,
[Your Name]
[Your Contact Information]

Job Application Tracker

Use this table to track the history of jobs you have applied for.

Job Title	Company Name	Wage/Salary	Month and Year Applied	Type of Interview	Level(s) of Interview	Selected/ Not Selected/ Pass the Offer
Ex: HIM Analyst	XYZ Hospital	23.52/hr	Jan 2025	Panel	3 levels, Recruiter, director, team members	Pass the Offer