Growth Performance

CAREER DEVELOPMENT
INTERVIEW PREPARATION TOOL

Interview Preparation Planner

Complete preparation for each interview. Most candidates underinvest in preparation. The ones who do the work stand out immediately.

The rule of three: Know three things about the company deeply. Know three stories that demonstrate your strongest qualities. Have three thoughtful questions ready to ask. Everything else is context.

ROLE & COMPANY RESEARCH

ROLE TITLE

COMPANY NAME

INTERVIEW DATE & TIME

INTERVIEWER NAME(S) & TITLE(S)

WHAT DOES THIS COMPANY DO, AND WHY DOES IT MATTER? (IN YOUR OWN WORDS)

THREE THINGS THAT GENUINELY INTEREST ME ABOUT THIS COMPANY OR ROLE

1

2

3

WHAT CHALLENGES OR PRIORITIES IS THIS COMPANY LIKELY FACING RIGHT NOW?

KEY REQUIREMENTS IN THE JOB DESCRIPTION AND HOW I DEMONSTRATE EACH ONE

STAR STORIES (SITUATION, TASK, ACTION, RESULT)

Prepare at least four concrete stories. Each one should illustrate a different strength. Practise saying them aloud, at least twice.

Story 1: A significant achievement

Good for: "Tell me about a time you made a real difference" / "What are you most proud of?"

SITUATION & TASK

ACTIONS I TOOK (SPECIFICALLY)

RESULT (QUANTIFIED WHERE POSSIBLE)

Story 2: A difficult situation or conflict

Good for: "Tell me about a challenge you faced" / "How do you handle conflict?"

SITUATION & TASK

ACTIONS I TOOK (SPECIFICALLY)

RESULT (QUANTIFIED WHERE POSSIBLE)

Story 3: Leading or influencing others

Good for: "How do you lead?" / "Tell me about a time you influenced without authority"

SITUATION & TASK

ACTIONS I TOOK (SPECIFICALLY)

RESULT (QUANTIFIED WHERE POSSIBLE)

Story 4: Adapting or learning under pressure

Good for: "Tell me about a failure or setback" / "How do you handle change?"

SITUATION & TASK

ACTIONS I TOOK (SPECIFICALLY)

RESULT / WHAT I LEARNED

QUESTIONS TO ASK THEM

Good questions signal genuine interest and senior thinking. Avoid questions answered on the website. Prepare at least five and use the three most relevant.

1.

2.

3.

4.

5.

LOGISTICS CHECKLIST

- [ ] I know the exact location and how to get there (or the video link and how it works)
- [ ] I know who I am meeting and have looked them up on LinkedIn
- [ ] I know what to wear and have it ready
- [ ] I have a copy of my CV and the job description printed or accessible
- [ ] I have practised my stories aloud at least twice
- [ ] I know what I will say when they ask "Why do you want to leave your current role?"
- [ ] I know what I will say when they ask "What is your biggest weakness?"
- [ ] I am arriving / logging in 10 minutes early

POST-INTERVIEW REFLECTION

Complete this within two hours of the interview, before the details fade.

WHAT WENT WELL

WHAT I WOULD DO DIFFERENTLY

MY HONEST READ ON HOW IT WENT AND WHAT HAPPENS NEXT

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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