KB Expressions
Coaching

Interview Preparation
Action Plan

☐ **1. Identify and define STARs**

    ☐ Identify STARs

    ☐ Develop STAR statements (TIP: Use the STARs worksheet as a guide and to capture your thoughts)

☐ **2. Review and draft responses to common interview questions**

    ☐ Review the common interview questions worksheet and/or Google common interview questions for job interviews (or college admissions)

    ☐ Script responses to common interview questions

    ☐ Identify specific STARs that can be used to answer behavioral interview questions

☐ **3. Identify and prioritize questions to ask the interviewer**

    ☐ Research the company and job posting (school) through its website and in the news

    ☐ Consider information you cannot find elsewhere but want to know more about

☐ **4. Participate in a mock interview (or two, three, or more)**

    ☐ Ask a friend, family member, co-worker, teacher, or someone else to interview you

    ☐ Ask for feedback after the mock interview. (TIP: consider body language, eye contact, confidence, and the content, tone, and pace of responses.)

    ☐ Audio or video record yourself answering common interview questions and then listen or watch the recording to identify what's working and what needs improvement

☐ **5. Prepare for the day of the interview (a few days in advance)**

    ☐ Action items for in-person vs. virtual interviews are on the next page

    ☐ Pick out what you will wear for the interview

    ☐ Determine your schedule for the interview day to ensure you arrive before the interview starts (15 minutes for in-person or 5 minutes for virtual).

    ☐ Get a padfolio/notebook and pen (to take notes and copies of your résumé

☐ **6. Night Before the Interview**

    ☐ Gather everything you'll need for the interview and put it where you can easily locate the next day (consider pieces of your interview outfit, a notebook & pen, extra copies of your résumé, etc.)

    ☐ Get a good night's rest

☐ **7. Day of the Interview**

    ☐ Set your alarm to wake up and an alarm of when to leave (or log on)

    ☐ Eat something so you do not go to the interview hungry

Preparing for In-Person vs. Virtual Interviews

Depending on whether your interview is in person or virtual, there are different preparation logistics. Verify the interview logistics are ready days before your interview.

☐ **In-Person Interviews**

    ☐ Find directions to the location for the interview.
        TIP: print out directions as a backup

    ☐ Perform a test drive to the destination. Familiarize yourself with
        ▫ Street names and other landmarks
        ▫ The time it takes to drive to the location
        ▫ Where to park

☐ **Virtual Interviews**

    ☐ Verify that you have the meeting technology downloaded

    ☒ Perform a test meeting with someone. Consider:

        ▫ How you look through the camera lens
            o **Distance** - Your image should not be too close or far away.
            o **Vantage point** –The camera should be at eye level. This helps with maintaining "eye contact." You should not be looking down or up at the camera.
                TIP: Use a laptop stand to change the height of the camera's view.
            o **Lighting** – your image and coloring should reflect your appearance in person.
                TIP: The light should be in front or to the side of you. The camera lens should not be pointed to the light (e.g., windows)
        ▫ The clarity of your voice to the other person.
            TIP: Using a headset with a microphone can help with clarity and volume issues (be sure to test it out before the interview!)

    ☐ Add a neutral background picture to mask the room behind you
        TIP: Google neutral background pictures

    ☐ Verify that the Internet is stable.
        TIP: If the video of you is unclear, slow, or warbly, consider using an ethernet cable instead of Wi-Fi for more stability

    ☐ Find a quiet location for the interview that does not have audio or visual interruptions.