



INTERVIEW PREPARATION WORKSHEET

Industrial & Administrative Roles

PART 1: 30-SECOND PROFESSIONAL INTRODUCTION

Use the structure below to craft your answer to: "Tell me about yourself."

- Who you are professionally
- Your relevant experience
- What type of opportunity you are seeking

Write your response below:

PART 2: CORE STRENGTHS

List three strengths that make you a strong candidate.

- 1.
- 2.
- 3.

AREA FOR IMPROVEMENT

Identify one professional weakness and explain how you are actively improving it.

PART 3: WORK AVAILABILITY

Days Available: _____

Preferred Shift: _____

Overtime Availability (Yes / No): _____

Earliest Start Date: _____

PART 4: QUESTIONS TO ASK THE EMPLOYER

Asking questions shows professionalism and interest.

Suggested Questions:

- What does a typical day in this role look like?
- What does success look like in the first 90 days?
- Are there growth opportunities within the company?
- What are the expectations for attendance and performance?

Write one additional custom question:

Candidate Name: _____

Date: _____