

INTERVIEW PREPARATION & BOUNDARY MAPPING

Stepping into a job interview after a major life transition, career pivot, or recovery period can feel intimidating. This worksheet is designed to help you prepare your professional narrative, practice translating your skills, and map out exactly what you do—and do not—have to share with a potential employer.

Addressing Resume Gaps with Confidence

You are never required to give deep, personal, or medical details about a gap in your resume. Instead, frame your time away from the workforce as a period of intentional transition, skill acquisition, or personal growth.

The Formula

"During that time, I stepped away from the traditional workforce to [focus on a personal transition / undertake advanced training / manage family responsibilities]. During this period, I intentionally developed my skills in [name 1-2 skills, e.g., crisis management, time optimisation, or communication], and I am now fully prepared and focused on bringing those strengths into this role."

Draft Your Narrative

- What I will say about my resume timeline

The STARR Framework for Transferable Skills

Employers look for how you handle real-world challenges. Use the STARR method to structure your answers, showing how your unique life experiences make you an asset.

S - Situation: Set the scene briefly.

T - Task: What was the challenge or goal?

A - Action: What specific action did you take? (*Focus on your communication, boundary-setting, or problem-solving*).

R - Result: What was the positive outcome?

R - Reflection: What did you learn that applies to this new job?

Your STARR Practice Space

- **The Skill I want to prove** (e.g., *De-escalation, conflict resolution, multitasking*)

- **Situation & Task**

- **Action I took**

- **Result & Reflection**

Interview Boundaries: The "Safe Zone" Map

It is important to know your rights before walking into an interview. Under Australian employment guidelines, interviewers cannot ask you personal questions regarding your private life, family planning, or health status unless it directly impacts the inherent requirements of the core role.

INTERVIEW BOUNDARY MAP



My Boundary Redirect Script

If an interviewer asks a question that ventures too close to your Red Zone, practice this polite, professional redirect to pull the conversation back to your professional capability.

"That period of my life taught me a great deal about resilience and problem-solving, but what is most relevant to this position is my proven ability to [mention a core job skill, e.g., manage administrative workflows / support clients in distress] and how I can apply that to your team's current goals."

Practice Script
