

Interview preparation planner

Use the actual invitation, job advert and submitted application to complete this sheet.

Interview details

[Role and organisation]

[Date, time and time zone]

[Location or meeting link]

[Contact person and requested documents]

Three important requirements

1. [Requirement] — [Your supporting example]

2. [Requirement] — [Your supporting example]

3. [Requirement] — [Your supporting example]

Practice

[An introduction connected to the role]

[A teamwork or communication example]

[A problem, error or difficult decision you can explain]

Questions for the interviewer

[Question about the work, supervision, training or next step]

[Second question that the advert does not already answer]

Practical checks

[Travel or connection plan]

[Documents and equipment checked]

[One action to improve after rehearsal]

After the interview

[Questions asked, facts clarified and next step agreed]