



Interview Prep

Use this worksheet to brainstorm content and structure responses that will stand out for common interview questions. Practice out loud!

BRAINSTORMING: Identify a topic, project, class, leadership role, or internship/job **that sparked curiosity or joy for you.**

Write Your Spark of Joy Story Here: What were you doing? Why do you think it sparked curiosity or joy for you?

TELL ME ABOUT YOURSELF SAMPLE FORMULA

<p>NOW - "Who are you?"</p> <ol style="list-style-type: none"> 1. Name & Pronouns (optional) 2. Class Year & Major 3. What You're Looking For Next 	
<p>PAST - "How did you get here?"</p> <ol style="list-style-type: none"> 4. Spark of Joy/Talent Story 5. Summarize Evidence of Skills (concrete examples related to next job) 	
<p>FUTURE - "What are your goals?"</p> <ol style="list-style-type: none"> 6. Connect "Past" to this Job & Company 7. Mention Company Size & Mission 8. Company Website & Social Media Notes 	

STRENGTHS & WEAKNESSES: Consider these prompts to get ideas.

<p>STRENGTHS</p> <p>Always back it up briefly with evidence (an example) and connect it back to the position description.</p> <ul style="list-style-type: none"> • What are positive words your closest friends or family would use to describe you? Mine your "sparks of joy story" for talents, too! • What role do you tend to play in groups, what do people count on you for? 	<p>WEAKNESSES</p> <p>Always apply a growth mindset and try to demonstrate initiative.</p> <ul style="list-style-type: none"> • What conditions do you need at work to get the best of you? • What is hard for you, why, and what would make it easier (what steps could you initiate and how can others help)? • How can you and a supervisor foster conditions for your success?
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QUESTIONS FOR THE EMPLOYER

See [Informational Interviews Checklist](#). Prepare 5+ questions for the employer. It's okay to take notes while they're sharing.



STARR Model – Prepare for Interviews with Stories

Behavioral interview questions like “describe a situation when...” or “tell me about a time when you...” ask you to provide **concrete examples to demonstrate your skills and experience**. The STARR model – Situation, Task, Action, Result, Relevance – is one way to organize your responses in a concise, powerful way so we get the specifics of your accomplishments. You can be prepared, **even if you don’t have the exact qualifications they’re looking for!**

Write out some STARR responses to organize your thoughts. Then, practice saying your responses out loud with BigInterview.

*This example is from a real student who went from Starbucks to the FBI! **Bolded text = quotes from the job listing she interviewed for.***

Skill from Job Posting	Situation Organization/Role	Task What was your task or goal? What challenges did you face?	Action What was your process to address the challenge? Use keywords from the job!	Result What did you accomplish or learn in the situation/role?	Relevance Why is this skill important for this job? How did it prepare you well for this new work?
Administrative Work	<i>Working as a barista at Starbucks for the last two years is where I really learned skills that would prepare me for important office work.</i>	<i>For example, I've covered many rush hours working with a ton of tired customers who ask for specific orders and with a small staff.</i>	<i>I get to listen carefully, pay attention to details, work with a team, and stay cool under pressure – and I know how to make anyone who's disgruntled happy, even before coffee! My bilingual Spanish skills definitely help.</i>	<i>I can't think of a better experience where I learned how to manage multiple demands, stay professional, and get organized, which is why I consistently have positive reviews and was promoted to train others.</i>	Managing important databases to collaborate with colleagues is a big part of this role. I'm confident I will quickly adapt to an office space , bringing professionalism, attention to detail, and confidentiality as a part of the FBI Operations team.