PRACTICAL RESOURCE / JOBCOACH

Prepare for Your Next Interview

Build a focused preparation plan: understand the role, choose real examples, practice aloud, and organize your questions.

What you will prepare: A role brief, three usable stories, a practiced introduction, and questions for the interviewer.

If time is limited: Start with steps 1, 2, and 5. Choose one strong example and confirm the logistics before adding more practice.

[ ] 1. Identify the three responsibilities that matter most

Read the actual job description and write down the three responsibilities you expect to discuss. For each, note one piece of evidence from your experience. Mark missing information as a question instead of guessing what the employer wants.

Ready to move on: You have a three-line role brief with one relevant example or question for each responsibility.

Should You Apply? How to Read a Job Description:
https://jobcoach.cc/journal/read-job-description/

My notes:

[ ] 2. Prepare three stories you can explain

Choose a problem you solved, a time you worked with others, and a situation that required learning or adjustment. For each, write the context, your specific action, the result you can support, and what you learned. A concrete result does not need an invented number.

Ready to move on: You can explain your own contribution and answer a follow-up about each story.

How to Answer Behavioral Questions When You Can’t Think of an Example:
https://jobcoach.cc/journal/build-interview-story-bank/

My notes:

[ ] 3. Practice your opening answer aloud

Connect your recent relevant work, one example of value, and your interest in this role. Speak once without reading. Notice where you lose the thread, then shorten or clarify that part. Aim for a useful conversation starter rather than a memorized biography.

Ready to move on: You have an opening answer that sounds natural and gives the interviewer something relevant to explore.

Tell Me About Yourself: Build an Answer That Sounds Like You:
https://jobcoach.cc/journal/tell-me-about-yourself-examples/

My notes:

[ ] 4. Ask questions that help you evaluate the role

Choose three questions about priorities, working relationships, and how good work is evaluated. Separate facts you verified about the company from assumptions you want to check. You are also learning whether this opportunity fits.

Ready to move on: Your questions help clarify what success looks like and what support is available.

Questions That Help You Understand a Manager’s Expectations:
https://jobcoach.cc/journal/manager-expectations-questions/

How to Research a Company Before an Interview and Use What You Find:
https://jobcoach.cc/journal/research-company-before-interview/

My notes:

[ ] 5. Check the format and prepare a recovery sentence

Confirm the time zone, location or meeting link, format, and anything you are expected to bring. For a remote conversation, test your microphone and the meeting software. Practice saying, “Let me take a moment to choose the most relevant example,” if you need thinking time.

Ready to move on: You know how to join, what to bring, and how to pause if you lose your place.

How to Recover When You Freeze During an Interview:
https://jobcoach.cc/journal/recover-when-you-freeze-interview/

My notes:

AI practice prompt

Help me practice for [role] using these responsibilities: [responsibilities] and these real examples: [examples]. Ask one interview question at a time, then a relevant follow-up. Give feedback on clarity, relevance, and evidence. Do not invent experience, estimate my chance of being hired, or turn my answers into a script I cannot explain.

Next step: Run one practice conversation, then improve the weakest answer you noticed.

https://jobcoach.cc/interview/

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