01 / UNDERSTAND THE OPPORTUNITY

Prepare for this role.

Use this plan for one opportunity. Bring examples from your STAR workbook, then connect them to the responsibilities in the actual job posting.

Target role

Employer

Interview date / time / time zone

Format / location / interviewer names

Key requirement 1

My matching example / evidence

Key requirement 2

My matching example / evidence

Key requirement 3

My matching example / evidence

What will I need to learn or clarify?

02 / RESEARCH AND ASK

Get beyond the job title.

Use the employer's website, the job posting, and reliable public information. Distinguish what you verified from your interpretation or an open question.

What I learned / source and date checked

Note the employer's work, customers, priorities, or recent developments relevant to this role.

What that could mean for this role / what is still uncertain

Question 1 to ask the interviewer

Consider success measures, challenges, support, decision authority, or team relationships.

Question 2 to ask the interviewer

Question 3 to ask the interviewer

Choose questions the interviewer can answer. Skip those already covered, and ask a useful follow-up.

For a director role, explore strategic outcomes, resources, and how cross-functional tradeoffs are decided.

03 / REHEARSE AND GET READY

Make room for a real conversation.

Prepare talking points rather than a script. If a question catches you off guard, pause, clarify it, and choose a truthful example.

My brief opening: experience, relevance, next step

Stories I want ready / questions they could answer

List story titles from your workbook. Practice adapting them without changing what happened.

A question I find difficult / my honest response outline

Logistics: route or meeting link, contact, documents, technology

Confirm timing and time zone. For video, test audio and choose a quiet setting.

My final reminders / questions to clarify

Save your completed copy before the interview. Bring only notes and materials the interview format permits.

04 / REFLECT AND FOLLOW THROUGH

Capture what you learned.

Complete this page while the conversation is fresh. Record notes rather than an interview recording, and keep confidential details out of your worksheet.

Important answers, expectations, and observations

My assessment of fit / what remains unresolved

Separate the interviewer's actual answer from your assumptions.

What went well / what I want to improve

Follow-up notes: thanks, a relevant point, any promised information

Draft in your own voice. Confirm facts and recipient details before sending anything.

Agreed next step / expected timeline

My next action / date

Keep your plan working for you

Save a separate copy for each opportunity. Store completed worksheets privately; the website does not receive your answers.