

Interview Preparation Planner

Prepare evidence, questions, and logistics for one opportunity.

Opportunity and requirements

Role: [title]

Employer: [name]

Source and date: [URL, date checked]

Interview date and format: [details]

Central responsibility: [published requirement]

Essential credentials: [confirmed or unknown]

Your relevant evidence: [example]

Gap to clarify: [question]

Build an evidence bank

Prepare three stories: solving a problem, working with others, and learning from a setback. For each, write the situation, your responsibility, your action, the result, and what you learned. Distinguish your work from the team's work. Use facts you can discuss without disclosing confidential information. Practice a concise answer and a longer version for follow-up.

Questions and logistics

Questions: What outcome matters most in the first six months? How is success assessed? Which decisions does this role own? What makes this work difficult? What should I clarify about the process?

Logistics: confirm timezone, location or meeting link, accessibility needs, contact person, travel time, device/audio, and permitted materials. Review names and roles provided by the employer.

Post interview review

Date: [date]

What I learned: [facts]

Strongest evidence I presented: [example]

Unanswered question: [question]

My interest and concerns: [notes]

Agreed next step and date: [details]

Thank-you note point: [specific discussion]

Follow-up reminder: [date]

Fictional completed page

Role: Operations coordinator at fictional Cedar Works. Requirement: coordinate handoffs. Story: during a facilities move, Alex maintained a dependency register and asked each task owner to confirm deadlines. Result: unresolved tasks became visible at weekly reviews; no numerical improvement was measured. Question: who resolves cross-team scheduling conflicts? Preparation: confirm Tuesday's timezone and test audio. Post-interview unknown: size of the active project portfolio. This is a self-service planner; personalized paid interview preparation remains separate.

Use the resource: <https://mytopmatch.com/free-career-tools/interview-preparation-planner>

Additional guidance: Ivy League Coaching