Interview Ready

Prepare your story before you walk into the room.

An interview is a conversation about what you can bring to the job. You do not need perfect answers. You need honest examples, preparation, and a little practice.

How to use: Work through Steps 1–4 a few days before your interview. Use Step 5 on interview day and Step 6 afterward.

STEP 1 Know what the employer needs

Read the job posting again. Write 3 words or phrases that describe what the employer seems to need most.

1. _____
2. _____
3. _____

STEP 2 Prepare your examples

Think of one real example for each box. A few words are enough to remind you.

A time you helped

A customer, classmate, teammate, coworker, family member, or group you supported.

_____

_____

A time you solved a problem

What happened? What did you do? What changed because you stepped in?

_____

_____

A time you learned

Something you did not know at first but learned through practice, feedback, or training.

_____

_____

A time you were reliable

When someone counted on you to show up, follow through, meet a deadline, or finish a job.

_____

_____

My strongest example to talk about

A Simple Way to Answer

Practice out loud. Short, honest answers are better than memorized ones.

> **Try this:** Explain the situation, what you did, and what happened. Think of it as **Situation → Action → Result**.

STEP 3 Practice: "Tell me about yourself."

Keep your answer focused on where you are now, what you bring, and why this opportunity interests you.

> **Example:** "I'm a high school senior who has built teamwork and reliability through athletics and volunteering. I'm looking for my first formal job where I can learn, contribute, and build customer-service experience."

My answer

STEP 4 Practice: a time you handled a challenge

The question may sound like: "Tell me about a time you handled a challenge."

> **Example:** "Our group project was falling behind, so I helped divide the remaining work, checked in with everyone, and completed my part early. We turned it in on time."

My answer

STEP 5 Interview day quick check

- [ ] I know the interview time and location or link.
- [ ] I have reviewed the job posting.
- [ ] My clothes are clean and fit the workplace.
- [ ] I will arrive or log in a few minutes early.
- [ ] I know the employer's name and the job title.
- [ ] I have 2–3 examples I can talk about.
- [ ] My phone will be silent and put away.
- [ ] I have at least 2 questions to ask.

GOOD QUESTIONS TO ASK

- [ ] What would success look like in the first 30–60 days?
- [ ] What does training look like for this role?
- [ ] What do you enjoy most about working here?
- [ ] What are the next steps in the hiring process?

STEP 6 After the interview

- [ ] Write down anything important while it is fresh.
- [ ] Send a short thank-you message if you have contact information.
- [ ] Keep searching until you have a confirmed offer.
- [ ] Do not assume a delay means no. Hiring timelines vary.

> **Remember:** You do not have to sound like somebody else. Practice helps you share your own experience more clearly.

NEXT STEP: If you receive an offer, make sure you understand what you are saying yes to before you accept.

Up next: Resource 8 — Questions to Ask Before Accepting a Job

Educational resource only. Thrive Forward does not guarantee employment, interviews, or job placement.