

Interview Strategy Worksheet



Put yourself in the mindset of your interviewer, who is interested in the actions you have taken in the past that led to success: increased sales, controlled expenses, reduced employee turnover, KPI improvement, etc. Remember- most people believe that past behavior is the best indicator of future success. By answering these questions, you will be better prepared to portray yourself as a results-oriented leader and a good investment for the company you are interviewing with.

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Results Orientation and Successes

1

How are you driving current business to exceed LY? If results are lagging, what action steps are you taking to ensure goals are achieved?

2

What top KPIs do you focus on and how do you hold your team accountable for achieving them?

3

What are a few of your “greatest hits”, those quantifiable accomplishments of which you are most proud in your career? (Note that these examples should be from recent positions- if you have to dig back 10 years for your greatest accomplishment, it’s not a compelling story)

Leadership



- 1 How would a former boss, co-worker and subordinate describe you?
- 2 What qualities to you possess that you believe make you an effective leader?
- 3 Provide an example of how you have managed a challenging employee; what was the outcome

Client Success/Relationships (for outward facing roles such as retail or sales)

- 1 What is your favorite positive client/customer experience story?
- 2 How have you successfully handled a negative client/customer experience? What was the outcome?



Career Transition

- 1 What is your motivation to make a move from your current position?
- 2 What could your current company offer you that would alter that decision?
- 3 Why are you interested in this new company? In this position?
- 4 If no longer employed, what is the reason? Can you frame this in a way that it does not reflect negatively on your job performance? If so, provide details.
- 5 If your resume contains several brief job tenures (less than 2 years) in different companies, explain the reasoning for those transitions. In other words, answer the question “why should we (the interviewer’s company) invest in you if you will not stay with us?”



Functional Fit

1

What hands-on direct experience do you have that is most closely related to this role?

2

What education or certifications do you have that are relevant to this role?

3

Are there any concerns with the physical work location or travel requirements?



Character Traits for Success

Consider examples/ short stories that justify your answers

1

Intelligence (evidence that you are a quick learner)

2

Passion for achievement

3

Cognitive skills- problem solving ability/decisiveness

4

Adaptability

5

Teamwork Skills- compromise/conflict resolution

6

Emotional intelligence

7

Resiliency