Interview Planner

Print one set per interview. Pairs with the Job Application Tracker spreadsheet in this folder.

Company: _____

Role: _____

Date / time / where: _____

Who I'm meeting: _____

What I know about them (10 minutes of research)

_____

_____

_____

_____

_____

Your three stories

Most interview answers are one of these three stories in different clothes. Write them once, reuse them all season.

A problem I fixed:

A time I worked well with a difficult person:

A result I'm proud of (with numbers):

Questions they may ask — jot your opener for each

- [ ] Tell me about yourself.
- [ ] Why do you want this job?
- [ ] What's your biggest strength / weakness?
- [ ] Tell me about a hard day at work.
- [ ] Why should we pick you?
- [ ] Where do you see yourself in 3 years?

Questions to ask THEM

Asking good questions makes you the candidate who thinks like an employee already.

- [ ] What does a typical week look like in this role?
- [ ] What happened to the last person in this job?
- [ ] How will you know in 90 days that you hired the right person?
- [ ] What's the team like, and who would I work with most?
- [ ] What's the pay range, schedule, and when do benefits start?
- [ ] What are the next steps, and when will I hear?

Day-of checklist

- [ ] Route checked + leave 30 minutes early
- [ ] Two copies of your resume
- [ ] This planner + a pen
- [ ] Phone on silent
- [ ] Water + a mint
- [ ] One question ready for the end

Follow-up emails — copy, adjust, send

Thank-you email (send within 24 hours)

“Hi [Name], thank you for your time today. I enjoyed hearing about [one specific thing you discussed]. It's clear [something genuine about the team/company], and I'm confident my experience with [your matching strength] would help. I'm very interested in the role and would welcome the chance to join the team. Thanks again for considering me. — [Your Name, phone]”

Still-interested nudge (if the date they promised passes + 3 days)

“Hi [Name], just checking in on the [Role] position. I know these decisions take time — I'm still very interested and happy to provide anything else that would help. Thanks again for the opportunity. — [Your Name]”

Interview Log

Company	Date	Met with	Next step / what I learned