

# Interview Guidebook: Turning Conversations Into Captivating Stories

## Interviewee Preparation Template



- *Use this template to prepare effectively for interviews, ensuring you present your best self.*
- *Adapt the tips and guidelines to fit the specific context and style of the interview.*

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## SECTION 1: Pre-Interview Preparation

*Guidelines to help interviewees get ready before the interview.*

### Research the Interviewer

- ☐ Look up the interviewer's background and style.
- ☐ Familiarise yourself with their typical interview approach and past interviews.

### Understand the Audience

- ☐ Identify the audience that will consume the interview (e.g., industry professionals, general public).
- ☐ Tailor your answers to resonate with the intended audience.

### Know the Key Topics

- ☐ Review the main topics that will be covered.
- ☐ Prepare a few key points or stories related to each topic.

## SECTION 2: Crafting Your Responses

*Help interviewees formulate thoughtful and impactful answers.*

### Highlight Your Key Messages

- ☐ Determine the main messages you want to convey during the interview.
- ☐ Ensure your responses reflect your expertise and align with your personal or professional brand.

### Practice Common Questions

- ☐ Anticipate common or likely questions based on the interview topics.
- ☐ Rehearse concise and engaging responses to these questions.

### Prepare Supporting Examples

- ☐ Have examples or stories ready that highlight your skills, achievements, or experiences.
- ☐ Ensure these examples are relevant and easy for the audience to understand.

## SECTION 3: Day-of-Interview Tips

*Essential tips for interviewees on the day of the interview.*

### Check Your Setup (if virtual)

- ☐ Ensure your tech (camera, microphone, internet connection) is working properly.
- ☐ Choose a quiet location with a professional background.

### Dress Appropriately

- ☐ Select attire that matches the tone of the interview, whether formal or casual.
- ☐ Ensure your appearance is neat and polished.

### Stay Calm and Confident

- ☐ Take deep breaths and center yourself before the interview begins.
- ☐ Remember to speak clearly, maintain eye contact (if applicable), and stay engaged.

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## SECTION 4: Notes

## NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.