

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.

Interviewee Preparation Template



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.

Interviewee Preparation Template



SECTION 4: Notes

NOTES