

Personal interview worksheet

A useful interview preparation session begins with understanding your own experiences, not memorising a polished speech. This worksheet helps you collect specific examples and identify questions you still need to explore.

HOW TO USE THIS WORKSHEET

1. Choose one recent responsibility and write what you actually did, including the outcome.
2. Work through the prompts in plain language. Separate facts from what you think you should have done.
3. Explain one example aloud to a practice partner. Invite follow-up questions rather than rehearsing a fixed answer.

Review your practice

Look for concrete actions, honest limits and lessons you can explain. Replace general labels such as 'hard-working' with a real example. You do not need an extraordinary story; a clear account of everyday responsibility is more useful than an invented achievement.

Make your next step specific

Revisit one example after a week and note whether you acted on what you learned. A one-on-one session can help you explore unclear reasoning and practise answering follow-up questions in your own words.

Original academy learning tool. Not an official test paper or selection prediction. Keep personal notes private.

Your working notes

Personal interview worksheet | Complete in your own words.

1. A responsibility I accepted: what was expected and what did I do?

2. An outcome I am proud of: what was my own contribution?

3. A setback: how did I respond and what changed afterwards?

4. A disagreement: what was the other person's perspective?

5. Why this service or entry? What have I learned about its work?

6. A question I cannot answer yet: how will I research it?
