

Interview Preparation Sheet

Fill this in the day before. Read it in the ten minutes before you go in.

Role	Operations Coordinator	Company	Acme Supplies
Date and time	Tuesday 21 April, 10:15	Format	In person / video / phone
Interviewer(s)	Dana Ruiz, Ops Manager	Where / link	12 High Street, 2nd floor

Questions I expect, and the answer I will give

Question	My answer - the example or number I will use
Tell me about yourself.	Two sentences on what I do now, one on why this role. Finish with the stock room project and the 6 to 4 minutes.
Why do you want this job?	The advert asks for rota and supplier work; I already do both at [employer] and want more of it.
Tell me about a time something went wrong.	
What are you not good at yet?	
Where would you like to be in three years?	

Questions I will ask them

1. What would a good first three months in this role look like to you?
2. Who would I work with day to day, and how is the work split between us?
- 3.
- 4.

What to take with me

- | | |
|--|---|
| ☐ Two printed copies of my resume | ☐ Notebook and two pens |
| ☐ Reference list | ☐ Photo ID for reception |
| ☐ The job advert and my notes | ☐ Work samples or portfolio |
| ☐ Questions from this sheet | ☐ Travel time checked, plus 20 minutes |
| ☐ Phone charged, ringer off | ☐ Video link, camera and microphone tested |

After the interview

Thank-you note sent on	22 April, by email
They said they would be in touch by	End of next week
Follow up if I have not heard by	4 May