THE CHANGEKEY PARTNERSHIP

AN INSIDER'S VIEW OF A WINNING INTERVIEW

FREE PRINTABLE WORKSHEETS

A companion to the workbook — for personal use by the reader

- **Worksheet 1** Managing Your State of Mind
- **Worksheet 2** Rapport and Calibration
- **Worksheet 3** Telling Your Story
- **Worksheet 4** Anticipating the Questions
- **Worksheet 5** Your Questions
- **Worksheet 6** STAR Interview Stories
- **Worksheet 7** Video Interview Setup and Rehearsal Checklist NEW

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How to Use These Worksheets

These seven worksheets are your personal preparation companion to *An Insider's View of a Winning Interview* by Jeff Priestley.

Work through each worksheet before your interview. The more thoroughly you prepare, the more confident you will feel walking into the room — or joining the call.

Worksheet 1 — Helps you choose your state of mind and plan how to manage nerves on the day.

Worksheet 2 — Prepares you to build rapport and calibrate your interviewer throughout the conversation.

Worksheet 3 — Structures your career story so you can tell it compellingly in three to four minutes.

Worksheet 4 — Helps you anticipate and prepare answers to likely interview questions.

Worksheet 5 — Prepares the questions you will ask at the end of the interview, including the final question.

Worksheet 6 — Builds a STAR story for each key competency area, ready to use in the interview.

Worksheet 7 — New for this edition: gets your setup, camera, connection and rehearsal ready for any video or remote interview.

"If you carry on doing what you are doing — you will get what you have already got."

For personal interview coaching with Jeff Priestley — face to face or online:
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WORKSHEET 1

Managing Your Interview State of Mind

Interview nerves are normal. The key is to choose the state you want to be in and take practical steps to get there.

The Three Words That Describe How I Want to Feel

Choose three words that describe your ideal interview state:

Word 1:

Word 2:

Word 3:

External Things That Help My State

What clothing, music, food, routine or environment helps you feel at your best on an important day?

My plan:

Managing Negative Self-Talk

If you notice an unhelpful thought, ask: Is this actually true? Do I know for certain? What would I be like without this thought?

My negative thought:

My positive counter-thought:

Tip: The night before your interview, re-read this worksheet and remind yourself of your three words.

WORKSHEET 2

Rapport and Calibration

Reflect on how you naturally come across and where you have flexibility to adapt to your interviewer.

VISUAL — Clothes, Eye Contact, Body Movement, Smile

- *What will I wear? Does it match the organisation's culture?*
- *Do I make good eye contact naturally?*
- *Am I still or expressive? How do I come across?*

My notes and flexibility:

VOICE — Tone, Pitch, Pace, Clarity

- *Do I sound warm and engaged or flat under pressure?*
- *Do I tend to rush when nervous?*
- *Am I easy to follow and understand?*

My notes and flexibility:

SENSING — Handshake, Openness, Enthusiasm, Energy

- *Do I appear approachable and open?*
- *Does my genuine interest come through?*
- *Am I present and engaged throughout?*

My notes and flexibility:

The Calibration Compass

As you answer questions, watch for these signals:

NEUTRAL ↑ — Listening but not yet engaged — continue and observe

POSITIVE ■ Carry on — Nodding, leaning forward, eye contact — you are connecting

NEGATIVE ■ Stop and Reflect — Looking away, closed posture — stop, adjust, ask if they want more

WORKSHEET 3

Tell Me About Yourself — My Story

Think of your career story as chapters in a book — each linking naturally to the next. Prepare it so you can tell it in three to four minutes. Always calibrate as you go, and finish with why you want this particular role.

Start by confirming with the interviewer where they would like you to begin.

Chapter 1 — Early career or education:

Chapter 2 — Key role or significant development:

Chapter 3 — Most recent experience:

My closing line — Why I want to join this organisation:

Tip: Practice your story out loud until you can deliver it naturally in under four minutes.

WORKSHEET 4

Anticipating the Questions

Study the job specification and predict the questions. Write them below with your planned answers. For competency questions, use the STAR framework — Situation, Task, Action, Result.

Question 1:

My answer:

Question 2:

My answer:

Question 3:

My answer:

Question 4:

My answer:

WORKSHEET 5

My Questions for the Interviewer

Every question you ask should help the interviewer imagine you in the role. Ask future-based questions. Write them lightly in pencil on the back of your CV if you wish to refer to them discreetly.

Examples of good future-based questions:

- *What opportunities for training or induction will there be for me?*
- *How would you know I'd done a good job after the first six months?*
- *Once I've settled in, what projects or roles do you see me being involved in?*
- *When would you like me to start?*

My Questions:

Question 1:

Question 2:

Question 3:

Question 4:

THE FINAL QUESTION — Always ask this last:

> *"Are there any areas where you feel I haven't answered you fully?"*

This gives you the opportunity to address any concerns before you leave the room.

WORKSHEET 6

My STAR Interview Stories

Use the pages below to build a STAR story for each key competency area. The closer your examples match the role, the more convincing your answers will be. Even small improvements count.

STAR = Situation • Task • Action • Result

WORKSHEET 6 — PROBLEM SOLVING

S — Situation: What was the background or context?

T — Task: What did you need to do?

A — Action: What specific steps did you take?

R — Result: What was the outcome?

Tip: The more specific and measurable your Result, the stronger your answer.

WORKSHEET 6 — CUSTOMER SERVICE

S — Situation: What was the background or context?

T — Task: What did you need to do?

A — Action: What specific steps did you take?

R — Result: What was the outcome?

Tip: The more specific and measurable your Result, the stronger your answer.

WORKSHEET 6 — TEAMWORK

S — Situation: What was the background or context?

T — Task: What did you need to do?

A — Action: What specific steps did you take?

R — Result: What was the outcome?

Tip: The more specific and measurable your Result, the stronger your answer.

WORKSHEET 6 — LEADERSHIP

S — Situation: What was the background or context?

T — Task: What did you need to do?

A — Action: What specific steps did you take?

R — Result: What was the outcome?

Tip: The more specific and measurable your Result, the stronger your answer.

WORKSHEET 6 — COMMUNICATION

S — Situation: What was the background or context?

T — Task: What did you need to do?

A — Action: What specific steps did you take?

R — Result: What was the outcome?

Tip: The more specific and measurable your Result, the stronger your answer.

WORKSHEET 6 — TECHNICAL / SPECIALIST SKILLS

S — Situation: What was the background or context?

T — Task: What did you need to do?

A — Action: What specific steps did you take?

R — Result: What was the outcome?

Tip: The more specific and measurable your Result, the stronger your answer.

WORKSHEET 7

Video Interview Setup and Rehearsal Checklist

Use this checklist the day before any video interview. The Four Stages, STAR structure and calibration principles from earlier worksheets apply exactly as they do in person — this one makes sure the setup itself is one less thing to think about.

Platform tested and working:

Backup connection / hotspot ready:

Camera position and background checked:

Outfit chosen (matches in-person standard):

My opening line when the interviewer joins:

One thing I will do differently to calibrate on screen:

What I will do if my connection drops mid-interview:

My biggest video-interview worry, and how I will manage it:

Tip: Do a full dry run — camera, lighting and sound — at the exact time of day your interview is scheduled.

Want more support with your interview preparation?

Jeff Priestley offers personal one-to-one interview coaching — face to face in Nottingham or online via Zoom or Microsoft Teams — for candidates at every level.

Each session lasts three hours and includes a diagnostic mock interview, personal coaching tailored to you, video feedback, and a copy of the full workbook.

"I had the interview last Tuesday and today I found out I got the job — and at the salary I asked for." — Lucy

"You helped me gain my confidence again in my ability as a manager." — Rich

"I was successful at the first interview I had and secured a position within weeks." — Graham

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