

Site: \_\_\_\_\_ Facilitator: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

**01. CREATE YOUR ANSWER – PERSONAL BACKGROUND STUDY GUIDE**

Answer each question below, and use the information to create your own interview response.

What are you interested in? What do you love to do outside of work or school?

List a core value or belief you possess that would make you a good employee:

Create Your Response:

"I enjoy activities that involve \_\_\_\_\_ (insert interests from Answer 1)."

OR

"I was inspired to apply for this position when I learned that your company shares my commitment to \_\_\_\_\_ (insert course value or belief from Answer 2)."

**02. CREATE YOUR ANSWER – CHARACTERISTICS AND SKILLS STUDY GUIDE**

Answer each question below, and use the information to create your own interview response.

You may be asked to give your Hard & Soft skills to create this customized answer.

A **"Hard Skill"** is a specific ability you possess that is easy to measure or quantify such as "I can fluently speak Spanish"

A **"Soft Skill"** is a personality trait that is not easily measurable, such as, "I am very organized."

List an awards earned at work or in higher education:

List a hard skill and soft skill that helped you achieve the above award:

Hard Skills: \_\_\_\_\_

Soft Skill: \_\_\_\_\_

Create Your Response:

In my previous jobs, I have learned a lot about \_\_\_\_\_ (insert hard and soft skills from Answer 2).

I was proud of the time I was able to use these skills to achieve \_\_\_\_\_ (insert award from Answer 1).

**03. CREATE YOUR ANSWER – GOOD FIT STUDY GUIDE**

Answer each question below, and use the information to create your own interview response.

List motivating factors (What motivates you? Money? Doing good deeds? Sense of accomplishment?):

List a skill or area of knowledge related to the above motivating factor:

List an activity related to the above answers:

Create Your Response:

"I am motivated/enjoy \_\_\_\_\_ (insert motivating factor from Answer 1),  
and I've improved my ability to \_\_\_\_\_ (insert skill/knowledge relating to the motivating factor from Answer 2).  
I used both of those things during my time in \_\_\_\_\_ (insert relating activity from Answer 3),  
and I know it would benefit me here, as well."

#### 04. CREATE YOUR ANSWER – STRONG CLOSE STUDY GUIDE

Answer each question below, and use the information to create your own interview response.

List key skills that will make you a unique candidate:

What position/company/department are you interviewing for?

Create Your Response:

"With that said I'm here because I feel I have a lot to offer because I am \_\_\_\_\_ (insert skills from Answer 1)  
and I feel that I'm a good fit for the \_\_\_\_\_ (insert position from Answer 2)."

Compared to what you knew before, how much did you learn from this lesson? (Rate 1–3)

☐ (1) Learned nothing or almost nothing new

☐ (2) Learned some new things

☐ (3) Learned many new things

Do you think this lesson would be helpful for other people to watch?

☐ Yes

☐ Sort of

☐ No

What can you do to apply what you learned from this lesson in your own life?