

INTERVIEWREADY

InterviewReady Action Workbook

Turn your experience into clear, credible interview evidence

2026 Edition

Printable and fillable preparation worksheets

Build authentic answers. Perform with confidence. Earn stronger offers.

A practical human-plus-AI preparation system for modern hiring.

Start Here: Interview Readiness Diagnostic

Score each item from 1 (not ready) to 5 (fully ready). Repeat this diagnostic after completing the kit.

Capability	Score 1-5	Evidence or next action
Clear target role		
Understands employer priorities		
Has 8-12 strong examples		
Can explain results and ownership		
Answers core questions concisely		
Prepared for difficult background questions		
Ready for video or recorded interview		
Has practiced with follow-ups		
Has questions for the employer		
Has a compensation and decision plan		

Scoring

40-50: refine delivery. 28-39: focused preparation needed. Below 28: rebuild evidence and role understanding before heavy rehearsal.

Target Role Decision

Choose one target before building answers. Broad preparation produces vague proof.

Target job title

Use the exact title or the closest common equivalent.

Target level

Entry, individual contributor, senior, lead, manager, director, or executive.

Preferred industries

List up to three.

Non-negotiables

Compensation, schedule, location, travel, physical demands, benefits, or values.

Acceptable tradeoffs

What could you compromise on for a stronger overall opportunity?

One-sentence target

I help [type of employer/customer] achieve [outcome] by using [capabilities].

Job Description Decoder

Paste or print a job description separately. Use this page to translate wording into likely hiring decisions.

Top five outcomes

What must this person deliver, improve, protect, or own?

Repeated words and phrases

Repeated language often signals priority.

Must-have capabilities

Separate true requirements from preferences.

Likely hidden risks

What would make a hire fail in this role?

Ten questions I predict

Write questions that would test the outcomes and risks.

Role Scorecard

Rate each capability from 1 to 5, then identify the proof you will use and any gap you must address.

Capability / outcome	Importance 1-5	Current proof	Gap / next step

Company and Team Research

Research only what improves your questions, examples, or decision.

What the company sells or provides

Describe the customer, value, and business model in plain language.

Current priorities and changes

Product launches, growth, restructuring, regulation, customer issues, or strategic shifts.

Team and manager clues

Structure, leadership style, tenure, role history, and likely interfaces.

Why this role may be open

Growth, replacement, new capability, workload, or change.

Three informed observations

Use them to make your answers and questions specific.

Claims to verify

List anything uncertain instead of treating it as fact.

Evidence Mining: 25 Moments

List moments when you solved, improved, prevented, created, learned, influenced, recovered, or helped. Small examples can become strong evidence when they show judgment.

Moments 1-5

Use a short label plus one line of context.

Moments 6-10

Use a short label plus one line of context.

Moments 11-15

Use a short label plus one line of context.

Moments 16-20

Use a short label plus one line of context.

Moments 21-25

Use a short label plus one line of context.

Evidence Bank

Select the strongest 12 examples. Add scale or a credible proxy instead of inventing a number.

Story label	Problem / goal	My actions	Result / proof	Competencies

STAR+ Story Planner 1: Delivering a measurable result

A time you improved speed, quality, revenue, cost, safety, reliability, or customer outcome.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 2: Solving an ambiguous problem

A time the path was unclear and you created clarity.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 3: Managing competing priorities

A time deadlines or stakeholder needs conflicted.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 4: Working through conflict

A disagreement you handled constructively.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 5: Learning quickly

A new tool, process, domain, or responsibility you learned under pressure.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 6: Recovering from failure

A mistake, missed expectation, or setback that changed your behavior.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 7: Helping a customer or user

A difficult need you understood and addressed.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 8: Leading without authority

A time you influenced direction, standards, or coordination.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 9: Improving a process

A repeatable improvement that outlasted the immediate task.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 10: Making a difficult decision

A choice involving tradeoffs, risk, incomplete data, or unpopular action.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 11: Working across teams

A result requiring different functions, personalities, or locations.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

STAR+ Story Planner 12: Using AI or technology responsibly

A case showing use, verification, privacy, and human judgment.

Five-word story label

A memory trigger, not a script.

Situation

Only enough context to understand the challenge.

Task

Your responsibility, target, constraint, or risk.

Actions

What you personally decided and did, in sequence.

Result

Numbers, time, quality, adoption, feedback, prevention, or learning.

Reflection

What changed in your thinking or behavior?

Likely follow-ups

What would a skeptical interviewer ask next?

Role connection

Why is this evidence relevant to the target role?

Core Answer Builder: Tell me about yourself

Framework

Present identity and strength -> two relevant proof points -> why this role is the next logical step.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: Why this role?

Framework

Work you want to do -> problem you can help solve -> evidence -> specific company context.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: Why this company?

Framework

Specific customer/product/mission/strategy observation -> connection to your capabilities and values.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: What is your greatest strength?

Framework

Capability -> proof -> how it will help in this role.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: What is your greatest weakness?

Framework

Real behavior -> consequence -> system changed -> evidence of improvement.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: Why are you leaving?

Framework

Truthful neutral reason -> positive direction -> role fit.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: Tell me about a failure

Framework

Expectation -> what happened -> your responsibility -> repair -> lesson -> changed behavior.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: Tell me about conflict

Framework

Issue stated neutrally -> other perspective -> shared goal -> actions -> result -> relationship.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: Why should we hire you?

Framework

Three role priorities -> matching proof -> realistic contribution.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Core Answer Builder: Salary expectations

Framework

Market context -> scope and total package -> reasonable range or request for approved range.

Facts and proof I can use

My 60-90 second answer map

One skeptical follow-up

What I will remove or simplify

Difficult Background Planner

Use acknowledge-bridge-prove. Keep private details private, but never misrepresent a material fact.

Concern the employer may have

Name the risk neutrally.

Accurate acknowledgment

One or two direct sentences.

Bridge to relevant adjacent evidence

What experience reduces the concern?

Current proof and plan

What are you doing now that shows readiness?

Questions I may receive

Prepare direct and follow-up versions.

Words or details to avoid

Remove blame, oversharing, exaggeration, or defensiveness.

Video Interview Setup and Practice

Complete one technology check at least a day before the interview.

Platform and login tested

Browser, permissions, password, time zone, and contact.

Camera, lighting, audio, and background

Record a 30-second test and listen with headphones.

Backup plan

Phone number, alternate connection, charger, and contact method.

Five story labels visible

Use small prompts rather than scripts.

Opening and closing practice notes

Check energy, pace, eye line, and decisive ending.

Mock Interview Scorecard 1

Record or conduct a full mock. Score the observable answer, not your appearance or general feeling.

Question / moment	Relevance 1-5	Evidence 1-5	Structure 1-5	Concise 1-5	Next repair

Patterns I noticed

Only two behaviors to improve next

What improved since the previous mock

Mock Interview Scorecard 2

Record or conduct a full mock. Score the observable answer, not your appearance or general feeling.

Question / moment	Relevance 1-5	Evidence 1-5	Structure 1-5	Concise 1-5	Next repair

Patterns I noticed

Only two behaviors to improve next

What improved since the previous mock

Mock Interview Scorecard 3

Record or conduct a full mock. Score the observable answer, not your appearance or general feeling.

Question / moment	Relevance 1-5	Evidence 1-5	Structure 1-5	Concise 1-5	Next repair

Patterns I noticed

Only two behaviors to improve next

What improved since the previous mock

Interviewer Question Planner

Prepare more questions than you will ask. Rank them by interviewer and interview stage.

Questions about success and priorities

What results matter and what problem comes first?

Questions about manager and team

Feedback, decision making, collaboration, and standards.

Questions about role risk and change

Constraints, history, turnover, resources, and likely evolution.

Questions about process

Timeline, next step, and anything needing clarification.

My top three for this interview

Choose based on what was not already answered.

Interview-Day One-Page Brief

Keep this page simple enough to review in five minutes.

Top three role priorities

My strongest five story labels

My opening message

Three questions to ask

Closing summary

Logistics and names

Time, route/link, contact, pronunciation, documents, and backup.

Post-Interview Debrief

Complete this within 30 minutes while details are fresh.

Questions asked

Answers that worked

What evidence or structure landed well?

Answers to repair

Where did you ramble, lack proof, or miss the question?

New information about the role

Priorities, risks, manager, team, process, or compensation.

Follow-up commitments

Materials, references, examples, or dates.

My decision signals

Reasons to continue, investigate, or withdraw.

Follow-Up Message Planner

Write a brief message based on the actual conversation.

Specific thank-you point

Priority or problem discussed

Relevant proof to reinforce

Any promised material

Final message draft

Compensation Research and Negotiation Plan

Use reliable market data for your location, level, industry, and role. Consider the entire package.

Published range for this role

Include source and date.

Market range from other sources

Include geography and level.

My target, acceptable point, and walk-away conditions

Do not use a single number without context.

Value evidence supporting my request

Scope, rare skills, results, responsibilities, or competing demand.

Terms ranked by importance

Base, bonus, equity, time off, remote work, schedule, title, review timing, development, start date.

My request script

Appreciation -> interest -> evidence -> clear request -> pause.

Offer Comparison Scorecard

Assign weights totaling 100. Score each offer from 1 to 5. Weighted score = weight x score.

Decision factor	Weight	Offer A score	Offer A weighted	Offer B score	Offer B weighted
Role and daily work	25				
Manager and team	20				
Total compensation	20				
Stability and risk	15				
Flexibility and life fit	10				
Growth and future options	10				
TOTAL	100				

Risks that numbers do not capture

Final decision and reasoning

14-Day Preparation Calendar

Schedule actual blocks. Protect rehearsal time rather than hoping it appears.

Day 1

Target and diagnostic

Day 2

Job decoder

Day 3

Company research

Day 4

Evidence mining

Day 5

STAR+ stories 1-4

Day 6

STAR+ stories 5-8

Day 7

Core answers

Day 8

Role-specific preparation

Day 9

Difficult background

Day 10

Video and AI practice

Day 11

Full mock one

Day 12

Repair weak answers

Day 13

Full mock two

Day 14

Light review and logistics

Completion Certificate

This certificate is for personal motivation and does not represent professional accreditation, employer endorsement, or a guaranteed employment outcome.

Participant name	Target role	Completion date

Final commitment

I will use truthful evidence, listen carefully, answer the question asked, and evaluate opportunities with the same care employers use to evaluate me.