**Interviewing Worksheet**

**(Please make a copy of this worksheet and write in your copy)**

**Part 1: Self-Inventory**

**What do you think about interviewing?**

**What are you most worried about?**

**Write three self-affirming statements about yourself:**

1.

2.

3.

**Remember why you applied:**

*“I am excited for my career growth and I deserve to advance myself.”*

**Part 2: Research**

**Read the job announcement you applied for. Write the core responsibilities:**

**Why does the position and work excite you?**

*“When I read the job description, I was excited about this aspect. . . It feels like a great match because . . .”*

**What is a driving value at Multnomah County and how will you embrace that?**

*"Multnomah County’s value of “This Work Matters” really speaks to me because I want to make an impact on my community. I embrace this value by. . .”*

**Part 3: Preparing for Interview Questions**

**Tell us about yourself**

*"It's wonderful to meet you. I am so excited for this position. As you know, my name is BLANK. Some important things to know about me. (Your values, your identity, what excites you, your work dreams.) I think my values and motivations plus my work experience would be a great fit for this organization."*

**Describe a time you dealt with a challenging situation or conflict at work.**

* *Give a direct* ***example****. Tell them about the situation and how you handled it.*
* *You want to emphasize what* ***skills*** *you used. Did you collaborate? De-escalate? Delegate? Use best practices, use trauma-informed approach? Prioritize?*
* *Explain what you* ***learned.*** *"I learned that I can work under pressure and still remain calm. I learned that by utilizing a trauma-informed approach, it increases safety for guests and staff."*

**How do you use an equity perspective?**

**What is an area of growth for you?**

**STAR Method** of Interviewing:

* **S**ituation: Set the scene and give the necessary details of your example
* **T**ask: Describe what your responsibility was in that situation
* **A**ction: Explain exactly what steps you took to address it.
* **R**esult: Share what outcomes your actions achieved.

Tell me about a time you had to be very strategic to meet your top priorities.

Situation:

Task:

Action:

Result:

**FInally, you should have a few questions prepared. It shows a level of investment. Choose three questions you want to ask the panel.**

1.

2.

3.