



MY PRETTY THOUGHTS

The Complete Interview Workbook

Research, practice, and make informed decisions throughout the hiring process

100 PAGES / YOUR NEXT CHAPTER

A little structure. A fresh start.

An interview is both an assessment and a chance to gather information about a possible working relationship. This workbook helps you prepare accurate evidence, practice clear answers, and evaluate opportunities against your needs. Each of the 14 modules contains seven distinct workbook pages: a lesson, checklist, action plan, comparison worksheet, reflection, seven-day tracker, and review. Together with a cover and contents page, these form a 100-page workbook. Use a real vacancy when possible. On comparison pages, assess two roles, answers, methods, or options using the four listed criteria. Repeat the seven-day trackers as needed, and adapt examples to your field, experience, and accessibility requirements.

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This workbook provides general career education, not legal, immigration, tax, financial, or employment advice. Hiring practices, compensation, rights, and contractual requirements vary by employer and location. Verify important details through reliable sources or qualified advisers. No preparation method guarantees an interview, offer, salary, or employment outcome. Use only truthful information and protect confidential material from current or former workplaces.

THE GUIDE

1. Understanding the Role

Start interview preparation by translating the vacancy into a clear picture of the work. Save a copy of the advertisement because postings may change or disappear. Highlight the main responsibilities, required qualifications, preferred experience, and practical conditions such as location, travel, schedule, or licensing. Group repeated requirements into four or five themes rather than treating every phrase as equally important. For each theme, write what successful performance might look like and identify any uncertainty. Distinguish facts stated by the employer from your own assumptions. If a recruiter is available, ask focused questions about priorities, interview stages, assessment format, and accessibility arrangements. Avoid spending all your time decoding vague wording; prepare the most relevant evidence while noting what needs clarification. Consider whether the opportunity fits your nonnegotiable needs before investing heavily. You can be interested in a role and still decide that its conditions are unsuitable. Your goal is a working hypothesis that you will test during the interview.

What matters most to you here?

YOUR CHECKLIST

1. Understanding the Role

Start with what fits your situation. Mark each item when it is complete.

- ☐ Save the vacancy text and application deadline.
- ☐ Separate required criteria from preferred criteria.
- ☐ Group responsibilities into four or five themes.
- ☐ Record location, schedule, travel, and licensing conditions.
- ☐ List assumptions that require employer clarification.
- ☐ Confirm interview stages and format when possible.

Anything else to check?

MAKE A PLAN

1. Understanding the Role

01 Annotate the vacancy for responsibilities and conditions.

My next step / who can help / target date

02 Write a one-sentence purpose statement for the role.

My next step / who can help / target date

03 Map one experience to each major requirement.

My next step / who can help / target date

04 Send up to three focused process or role questions.

My next step / who can help / target date
