



## Interview Preparation Worksheet

List out professional accomplishments and achievements, as well as the strategy behind those results. Start with your most recent company and any other organizations in recent history.

**Company:** \_\_\_\_\_

List your Accomplishments/Achievements  
While working at this company here:

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**Position:** \_\_\_\_\_

List the strategy, implementation, and  
development processes used to bring about  
these results:

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### Think Through:

- Did you help to increase sales, productivity, or efficiency? What was the percentage or dollar contribution? How did you do this? Did you have a unique approach or different results than others?

- Did you institute any new systems or changes? What was the situation that led to the change? Who approved that system? Why was this system selected over others? What happened as a result?
- Did you train anyone? Did you develop training technique? Compare your results to others. Is your technique being used by others? Why is that?
- Did you help to establish any new goals or objectives for your company? Did you convince management that they should adopt these goals or objectives? Why were they adopted?
- Did you change the nature or scope of your job? Why or how did you redefine your position? Have others with similar positions had their positions redefined because of you? Were there responsibility changes because of this? What were they?