



Job Interview Question Preparation Form

Instructions: Write down the question you expect to be asked in a job interview. Next, write a response that sounds upbeat, confident, conversational, and professional. Then, read it aloud and edit as needed until you're pleased with the tone and length. Finally, practice, practice, practice (with a friend, if possible).

[For more information, see the Pongo Learning Center article, **How to Answer 3 Common Interview Questions.**]

Interview Question: _____

Your Response: _____

Length of Spoken Response: _____

Is your tone: Positive? Professional? Natural?

Interview Question: _____

Your Response: _____

Length of Spoken Response: _____

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