



Interview Story Bank Worksheet

Document your best evidence once, then reuse it in every interview you take

Navigate what's next.

Experienced candidates rarely lack material. They can give uneven interviews when they have to retrieve that material live, under pressure, from 25 years of experience. This worksheet fixes the retrieval problem, not the material problem.

Complete steps 1 and 2 for each target role or role family. Build your story cards once and update them as your search develops. Rebuild the interview brief in step 4 before each individual interview.

STEP 1

Map the Role You Are Targeting

Target role or title

Company (if you are preparing for a specific one)

The three problems this role most likely exists to solve

- 1
- 2
- 3

Read the posting as a symptom list. Roles are usually created because something needs solving, covering, or replacing.

What the recruiter told me about the process: stages, who participates, any assessment, timeline

Ask at the first contact. Most recruiters can answer these questions, and asking converts an opaque process into a schedule you can prepare against.

STEP 2

Rate Yourself Against the Ten Competencies

These recur across most professional interviews. Mark how strong your current evidence is, then note the name of the story you would tell. Eight well-documented stories can often cover most of the ten, because good stories are rarely about only one thing. The blanks are the point: find your gaps before an interviewer does.

#	Competency	Evidence I have	Story name
1	Leading through change	☐ Strong ☐ Thin ☐ None	
2	Solving a difficult problem	☐ Strong ☐ Thin ☐ None	
3	Influencing without authority	☐ Strong ☐ Thin ☐ None	
4	Handling conflict	☐ Strong ☐ Thin ☐ None	
5	Recovering from a mistake or a setback	☐ Strong ☐ Thin ☐ None	
6	Improving a process	☐ Strong ☐ Thin ☐ None	
7	Learning a new tool or system	☐ Strong ☐ Thin ☐ None	
8	Managing competing priorities	☐ Strong ☐ Thin ☐ None	
9	Developing or supporting other people	☐ Strong ☐ Thin ☐ None	
10	Delivering a measurable result	☐ Strong ☐ Thin ☐ None	

STEP 3

Build the Eight-Story Inventory

Document eight specific situations from your career. This is not a script. It is raw material organized so you are choosing among prepared options rather than searching your memory while someone waits.

Each story uses the nine fields on the two story card pages that follow. Print those two pages eight times, or rebuild them in whatever tool you already use. Eight is a practical working target, not a rule. Build enough stories to cover the competencies that matter for your target roles without leaning on the same example repeatedly.

ILLUSTRATIVE EXAMPLE, SHOWING THE LEVEL OF DETAIL

Short name: The Q3 vendor transition · **Competencies:** 1, 2, 8

Situation: Our primary claims vendor gave 90 days notice mid-contract.

Challenge: Move 40,000 open files without a service interruption.

Actions I took: Built the migration sequence, negotiated the overlap window, ran daily standups with both vendors.

Result: Completed in 74 days, zero missed SLAs, \$180K under the contingency budget.

What it proves: I can run a high-stakes transition without stopping the business.

This is a fictional example written to show the level of specificity that makes a story usable. Yours will look nothing like it.

The Situation, the Actions, the Result

STORY _____ OF 8

1. Short name you can recognize instantly

2. The situation

3. The challenge or task

4. The actions you personally took, not what the team did

5. The result, quantified where you can

6. What this story proves about you

7a. Competencies it supports

7b. Roles it supports

The Two Spoken Versions

Draft both versions before you rehearse. Capture the opening, the actions that matter, the result, and your closing point. Then say each one aloud and adjust it to the time available. A panel interview may call for the short version. A hiring manager may ask you to go deeper. Having both prepared means you are not compressing on the fly or padding to fill silence.

STORY _____ OF 8 • SHORT NAME _____

8. The 60-second version

The key sentences, in order.

9. The two-minute version

The same beats, plus the supporting detail you would add if asked to go deeper.

Say them out loud and time them. Written length and spoken length are not the same thing, and the gap only shows up when you hear it.

STEP 4

The One-Page Interview Brief

Build a fresh one of these before each interview. It is what turns a general conversation into a specific one.

Interview stage and format

Date and time

Recruiter screen, hiring manager, panel or loop, recorded video, assessment, or final conversation.

Interviewer or panel members: names, roles, and how long they have been there

Three current company priorities

- 1

- 2

- 3

Three problems this specific role appears to need solved

- 1

- 2

- 3

Three proof points from my story bank that map to those problems

- 1

- 2

- 3

Five informed questions I actually want answered

- 1

- 2

- 3

- 4

- 5

One unresolved concern I intend to investigate during this conversation

Do not skip that last line. A candidate with a real question about the role reads as someone weighing a decision rather than someone hoping to be chosen.

Day-of Checklist

- ☐ Interview brief and story bank on paper beside me, or in a second window
- ☐ Camera at eye level, light in front of me, plain background
- ☐ Platform tested, microphone and camera permissions confirmed
- ☐ Recruiter's phone number written down, backup connection ready
- ☐ 90-second background answer rehearsed out loud, not just read
- ☐ Two priority stories selected for this interviewer, with backups available
- ☐ Salary range known, based on current market rather than my last negotiation

After the Interview

- ☐ Thank-you note sent within 24 hours, a separate note to each panelist
- ☐ Follow-up date set, based on the timeline the recruiter gave me

The Three AI Prompts

Paste these into whichever AI assistant you already use. Each one combines your story bank with the job posting.

PROMPT 1: MATCH YOUR STORIES TO THE ROLE

I am preparing to interview for the role below. I have also included short summaries of my interview stories.

Identify the six competencies most likely to be assessed for this position. For each competency: identify the specific language or responsibility in the posting that supports your choice, match it to my strongest existing story, explain why that story is the best fit, identify the part of the story I should emphasize, and flag any competency for which I do not yet have a credible example.

Do not invent experience, results, or details.

Job posting: [paste]

Story summaries: [paste]

PROMPT 2: PRACTICE AT INTERVIEW LENGTH

Act as the hiring manager for the role below. Ask me one behavioral interview question at a time.

After each answer, evaluate whether the Situation and Task are concise, whether the Action clearly describes what I personally did, whether the Result is specific and credible, whether the answer would fit within about 90 seconds spoken, and what a skeptical interviewer would still want to know.

Ask one realistic follow-up question, then wait for my revised answer before continuing.

Base your questions on the posting and the experience I have supplied. Do not assume qualifications or accomplishments I have not provided.

Job posting: [paste]

Story summaries: [paste]

The Three AI Prompts, continued

PROMPT 3: PREPARE FOR DIFFERENT INTERVIEWERS

Using the materials below, build an interview preparation matrix covering each stage of this process.

For each stage, show what that interviewer is most likely evaluating, which two stories I should have ready, one informed question I should ask, and any story or message I am at risk of repeating too often.

Use only the interview stages I list. Do not add stages that are not part of this process. Use only the experience and stories I provide. Do not invent accomplishments, responsibilities, qualifications, or results.

Job posting: [paste]

Interview stages: [paste]

Story summaries: [paste]

Use short experience summaries rather than pasting your full resume. Remove personal contact information, confidential client or employer details, and any figures you are not authorized to share.

The full method behind this worksheet is in [How to Prepare for a Modern Job Interview After 45](#). For rehearsal technique once the inventory exists, see [How to Use AI for Your Job Search After 45](#).

After the Interview: A Three-Question Debrief

Fill this in the same day, while the conversation is still fresh.

What should I add to or revise in my story bank?

Which answer ran long or lost the thread?

What did I commit to sending or following up on?

Know someone with an interview coming up who has not had to sit for one in years? Forward this to them, no signup required.



Compiled by the RewiredPathways Editorial Desk

Navigate what's next.

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