



INTERVIEW PREP SHEET

EMPLOYER INFORMATION

Facts About the Company/Organization

- 1.
- 2.
- 3.
- 4.
- 5.

Name(s)/Position(s) of Interviewer(s)

- 1.
- 2.
- 3.

Qualifications/Requirements for the Job/Position

- 1.
- 2.
- 3.
- 4.
- 5.

Logistics/Date/Time/Location of Interview

- 1.
- 2.
- 3.

KEY POINTS ABOUT YOURSELF

Knowledge/Education/Training/Coursework

- 1.
- 2.
- 3.
- 4.
- 5.

Hard Skills/Abilities/Competencies/Expertise

- 1.
- 2.
- 3.
- 4.
- 5.

Strengths/Unique Qualities

- 1.
- 2.
- 3.
- 4.
- 5.

Experience/Activities/Relevant Employment

- 1.
- 2.
- 3.
- 4.
- 5.

Soft Skills/Personality Traits/Attitude

- 1.
- 2.
- 3.
- 4.
- 5.

Professional Activities/Awards/Honors/Distinctions

- 1.
- 2.
- 3.
- 4.
- 5.

PERSONAL INSIGHT

Weaknesses/Areas for Improvement/Negatives

- 1.
- 2.
- 3.
- 4.
- 5.

Goals/Future Plans/Professional Focus

- 1.
- 2.
- 3.
- 4.
- 5.

Motivations/Reasons for Choosing This Career

- 1.
- 2.
- 3.
- 4.
- 5.

Outside Activities/Community /Personal Interests

- 1.
- 2.
- 3.
- 4.
- 5.

PRACTICAL NOTES

Questions to Ask

- 1.
- 2.
- 3.
- 4.
- 5.

Stories to Tell

- 1.
- 2.
- 3.
- 4.
- 5.

Industry/Market Notes

- 1.
- 2.
- 3.
- 4.
- 5.

Personal Checklist

- 1.
- 2.
- 3.
- 4.
- 5.

GOOD LUCK

BE PREPARED | BE PROFESSIONAL | BE RELEVANT | BE CONFIDENT
BE RESPECTFUL | BE POSITIVE | BE ARTICULATE | BE PERSONABLE
BE FRIENDLY | BE ENTHUSIASTIC | BE SINCERE