Interview Prep Worksheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Company/ Industry</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>In a few words, what does the company do?</th>
</tr>
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</table>

**Who are you meeting with?**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Position:</td>
</tr>
<tr>
<td>Contact info:</td>
<td>Contact info:</td>
</tr>
</tbody>
</table>

**Company’s Competitors**

1)  
2)  
3)  

**On the night before the interview...**

Check the boxes if you:

-Reviewed the job description to identify the key skills required.
-Printed out a few copies of your resume, and have them packed and ready to go in your padfolio.
-Planned your outfit. Need help with what to wear? Visit the Office of Career Management for tips!
-Researched the travel time, and know exactly where to go. Give yourself some buffer time just in case!

**What do you like about the company? Why do you want to work for them?**

__________________________________________________________________________

__________________________________________________________________________

**What do you like about this job?**

__________________________________________________________________________

__________________________________________________________________________

**How will your past experience help you do your job well? How can you prove that you possess the required skills?**

__________________________________________________________________________

__________________________________________________________________________

Rutgers Business School - Office of Career Management
Interview Prep Worksheet

Tell me about yourself. You can use down your elevator pitch here. For guidance, visit: http://bit.ly/2hYu0vA

What are your strengths and weaknesses?

Do you have an achievement you are particularly proud of?

Tell me about a time when you had to overcome a challenge or solve a problem.

Write down 3 - 5 additional questions you’ll ask in your interview.
1. When will I hear back regarding the next steps in the interview process?

Immediately after your interview:
What stuck out to you after your interview? Was there something specific that came up in conversation that you want to bring to attention in your thank-you note? Jot it down before you forget!

Don’t forget to do this afterwards:

☐ Send a thank you email to your interviewers, preferably with 24 hours.

☐ Follow-up with employer according to the timeline given.