

Interview Prep Worksheet

Date

Time

Company/ Industry

Location

In a few words, what does the company do?

Who are you meeting with?

Name:

Name:

Position:

Position:

Contact info:

Contact info:

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?

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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.

