



INTERVIEW PREP SHEET

EMPLOYER INFORMATION

Facts About Company/Organization 1. 2. 3. 4. 5.	Job Qualifications/Requirements 1. 2. 3. 4. 5.
Interviewer/Search Committee 1. 2. 3.	Interview Logistics/Date/Time/Location 1. 2. 3.

KEY POINTS ABOUT YOURSELF

Education/Knowledge/Training/Coursework 1. 2. 3. 4. 5.	Experience/Activities/Relevant Employment 1. 2. 3. 4. 5.
Hard Skills/Functional Skills 1. 2. 3. 4. 5.	Expertise/Specialties/Technical Skills 1. 2. 3. 4. 5.
Soft Skills/Personal Traits/Attitude 1. 2. 3. 4. 5.	Strengths/Unique Qualities 1. 2. 3. 4. 5.

PERSONAL INSIGHT

Weaknesses/Negatives/Areas for Improvement 1. 2. 3.	Goals/Future Plans/Professional Focus 1. 2. 3.
Motivations/Reasons for Choosing This Career 1. 2. 3.	Professional Activities/Awards/Honors 1. 2. 3.
Special Projects 1. 2. 3.	Outside Activities/Community/Personal Interests 1. 2. 3.

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.	Field Issues 1. 2. 3. 4. 5.