



INTERVIEW PREP SHEET

EMPLOYER INFORMATION

Facts About the Company/Organization

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

Qualifications/Requirements for the Job/Position

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

KEY POINTS ABOUT YOURSELF

Knowledge/Education/Training/Coursework

- 1.
- 2.
- 3.

Experience/Activities/Relevant Employment

- 1.
- 2.
- 3.

Skills/Abilities/Talents/Competencies

- 1.
- 2.
- 3.

Personality Traits/Attitude/Soft Skills

- 1.
- 2.
- 3.

Strengths/Unique Qualities

- 1.
- 2.
- 3.

Awards/Honors/Distinctions

- 1.
- 2.
- 3.

PERSONAL INSIGHT

Weaknesses/Areas for Improvement/Anticipated Negative Aspects

- 1.
- 2.
- 3.

Goals/Future Plans

- 1.
- 2.
- 3.

Motivations/Reasons for Choosing This Career

- 1.
- 2.
- 3.

Outside Activities/Community Projects/Personal Interests/Recent Books

- 1.
- 2.
- 3.

PRACTICAL NOTES

Questions to Ask

- 1.
- 2.
- 3.

Stories to Tell

- 1.
- 2.
- 3.

Other Important Details

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

