



Interview Preparation Worksheet

- Outfit selected and clean
- Gas in the car/transportation coordinated
- Documents printed for interview
- Thank you note sent

Interview Details
Interview Type:
Company:
Date:
Time:
Address:

Tell Me About yourself (focus on education, unique work experience and professional qualities):

Experience that applies to this position:

Hard Skills:

Soft Skills:

Strengths:

Weaknesses:

Salary Requirements:

Greatest Accomplishment:

“Difficult Customer/Conflict” Example:

“Creative Solution” Example:

Where do I see myself in 5 years?

Why do I want to work at this company?

Long Term Goals

Company Website Research Notes:

Mission/Vision:

Services:

Locations:

Staff Names/Highlights:

Recent News:

Follow-Up Notes: