

Interview Prep Worksheet

Position you're interviewing for:

Interviewer name/title:

Interview date & time:

Company name:

Address:

RESEARCH. It's time to anticipate the employer's needs.

- What does the company do? (If you can't answer this, better get researching!)

- Identify three skills necessary for this position (w/ examples from your resume that demonstrate them).
 - 1.
 - 2.
 - 3.
- Name one industry "trend" or hot topic that might affect this company (read those trade magazines!):

PERSONAL THEMES. Knowing what you do about the company, how will you market yourself? Why should they choose YOU over all other candidates? What makes you different from other applicants? When have you shown initiative?

- 1.
- 2.
- 3.

QUESTIONS FOR THE EMPLOYER. Identify *at least* eight different questions you'd like to ask the interviewer. Why so many? Most of your questions will be answered during the interview. Some questions may come to you as you are interviewing, but don't count on that. *Salary and benefits questions are no-no's* (though internship candidates may ask about compensation)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

