

INTERVIEW PREPARATION CHECKLIST



LOGISTICS

Position Interviewing For: _____
Employer Name/Address: _____
Name/Title of Interviewer(s): _____
Time/Date of Interview: _____
Directions: _____

COMPANY RESEARCH

When Institution/Company founded & by whom: _____
Key Members: _____
Industry trends/Competitors: _____
Partnerships: _____
Website Notes (news/etc): _____
Twitter/Facebook Accounts: _____
Friends/Alum/Faculty Connected to Org/Company: _____

JOB DESCRIPTION REVIEW

KEY elements: _____
Salary Range: _____

WHAT ARE YOU “SELLING?” SKILLS, EXPERTISE & EXPERIENCE

Three key strengths I offer relevant to job description:

- 1. _____
- 2. _____ 3. _____

Two areas for improvement I have are:

- 1. _____ 2. _____

Relevant activities or work (volunteer/academic): _____

STAR Story 1: _____

STAR Story 2: _____

STAR Story 3: _____

Relevant educational accomplishments: _____

Environmental/relevant interests: _____

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INTERVIEW QUESTIONS

- Practice answering typical interview questions (use OptimalResume for practice)

Questions to ask the interviewer (save some for the end!):

1. _____
2. _____
3. _____

AFTER THE INTERVIEW

Follow up required: _____

Employer decision expected by: _____

- Thank you sent within 24-48 hours

CHECKLISTS:

WHAT TO BRING?

- Portfolio with note paper & pen
- Job Description
- Resumes/References
- Questions for interviewer
- Master resume for reference
- Writing/design/project samples

WHAT TO WEAR?

- Neutral, well-fitting suit
- Clean and pressed clothes
- Shined shoes
- Subtle accessories
- Appropriately colored socks/hosiery
- Minimal or No cologne/perfume

WHERE TO RESEARCH?

- Company Main Website
- tomasnet.com
- hoovers.com
- SEC Filings (Edgar)
- Nonprofit Times
- wetfeet.com
- Chronicles of Philanthropy
- Guidestar.org

NOTES: _____

