



interview prep sheet

Before you interview, you have to do your research. Researching means reviewing the original job post and reviewing the application materials you sent; researching also means digging into the organization—reviewing the web site, reading annual reports, maybe digging up newspaper or magazine articles about the organization.

As you do research, take careful notes that you can return to before an interview to refresh you on what you found. You might use the prep sheet below to organization yourself. You might also use the second half of the prep sheet to take notes immediately after your interview.

FOR THE INTERVIEW

Interview date: _____ Interview time: _____

Interview location: _____

Interview with: _____

Contact phone: _____ email: _____

Job title: _____ Date initially applied: _____

Materials I might want or need to bring:

- | | | |
|--|--|--|
| <input type="checkbox"/> extra copies of resume | <input type="checkbox"/> original cover letter sent | <input type="checkbox"/> materials printed from portfolio / work samples |
| <input type="checkbox"/> college transcripts / class lists | <input type="checkbox"/> a print out of the job call lists | <input type="checkbox"/> sheet with references' names and contact info |
| <input type="checkbox"/> pen and notepad | <input type="checkbox"/> breath mints | <input type="checkbox"/> bottled water and/or snacks |

Unique qualifications I would bring to this job:

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

Ways my skills and background might fit for the job and the organization:

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

Things that set me apart from other candidates / unique qualifications I bring to the position:

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

Interesting or important things that I found while researching the organization, and questions I have or statements I might want to make about those things:

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

Questions to ask during the interview:

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

AFTER THE INTERVIEW

Is there anything I need to follow up on? Send immediately?

Who do I need to send thank you emails and/or thank you notes to?

Did the interview go well? Why or why not?

What new things did I learn about the position?

Do I want the position, if it is offered to me?

How did they answer the questions I had and asked during the interview?