

## Have an upcoming interview?

As soon as your interview is scheduled, begin filling out the preparation section to ensure that you have your bases covered. Immediately after the interview, be sure to send a professional thank-you note and then complete the reflection section to gauge the level of fit. Use a separate worksheet to prepare for each upcoming interview.

## Pre-Interview Preparation

<b>Company:</b>	<b>Interview Date &amp; Time:</b>	<b>Salary Range:</b>	<b>Interview Location:</b>
<b>Position/Job Title:</b>	<b>Contact Person &amp; Phone:</b>	<b>Hours/Schedule:</b>	<b>Estimated Start Date:</b>

**NAME AND POSITION OF INTERVIEWER(S):**

**MAIN COMPONENTS OF THE POSITION:**

**MISSION OF THE COMPANY/ORGANIZATION:**

**ADDITIONAL CONSIDERATIONS/COMMENTS:**

**QUESTIONS TO ASK:**

Questions specific to the position:

1. \_\_\_\_\_
2. \_\_\_\_\_

Questions about the company/organization:

1. \_\_\_\_\_
2. \_\_\_\_\_

Questions about the unit/department:

1. \_\_\_\_\_
2. \_\_\_\_\_

**CHECKLIST OF WHAT TO BRING:**

- |   |   |
|---|---|
| <input type="checkbox"/> Professional Attire & hygiene kit (make-up, floss, etc.) | <input type="checkbox"/> Copies of your resume and references |
| <input type="checkbox"/> Notepad & Pen  | <input type="checkbox"/> Job Description                      |
| <input type="checkbox"/> Map/Directions   | <input type="checkbox"/> Phone number for your contact person |

**Post-Interview Reflection****SEND THANK-YOU NOTES TO PEOPLE I MET ON MY INTERVIEW! (Check off names once sent)**

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

**GENERAL IMPRESSIONS/COMMENTS:****QUESTIONS THAT THEY ASKED ME:****WHAT I WORE:****OVERALL FEELINGS OF JOB:**

- DREAM JOB!
- I love it
- Good, I could like it
- Ok, I need to think more
- No thanks

**FURTHER QUESTIONS OR CONCERNS ABOUT THE JOB:****HIRING TIMELINE (WHEN WILL I HEAR BACK?):****SCHEDULE FOLLOW UP COMMUNICATION (IF I DON'T HEAR BACK AS EXPECTED):**

- Date of follow up call/email:

**INFORMATION FOR FOLLOW UP INTERVIEW?**

- Date & Time:
- Location:
- Interviewer(s):

**ADDITIONAL COMMENTS:**