



## 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)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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:**