

# Interview Worksheet

Company \_\_\_\_\_ Position \_\_\_\_\_

Date/Time \_\_\_\_\_ Interviewer \_\_\_\_\_

Address/Instructions \_\_\_\_\_

## ***Before the Interview***

|   |   |
|---|---|
| <p><b>Why I Want This Job</b><br/> <i>Specific things about this job/company that make it a fit for me</i></p> <p>1.</p> <p>2.</p> <p>3.</p>      | <p><b>Professional Questions to Ask</b><br/> <i>Professional things I would like to ask about the company or position</i></p> <p>1.</p> <p>2.</p> <p>3.</p> |
| <p><b>Job Description</b><br/> <i>Compare yourself to each part of the job description that your recruiter has shared.</i></p>                    | <p><b>Examples</b><br/> <i>Any SPECIFIC examples of my key skills in use or awards for performance</i></p> <p>1.</p> <p>2.</p> <p>3.</p>                    |
| <p><b>Challenges to Address</b><br/> <i>Any questions the interviewer might have about my background/skills</i></p> <p>1.</p> <p>2.</p> <p>3.</p> | <p><b>The Rest</b><br/> <i>Anything your recruiter wanted you to highlight or other things to mention</i></p> <p>1.</p> <p>2.</p> <p>3.</p>                 |

*After the Interview*

|  |   |
|--|---|
| <b>Post Interview Follow-Up</b><br><br>1. Call your Recruiter!<br><br>2.<br><br>3. | <b>What are the Next Steps</b><br><br>1.<br><br>2.<br><br>3.    |
| <b>What I Like About This Company</b><br><br>1.<br><br>2.<br><br>3.                | <b>What I Like About This Job</b><br><br>1.<br><br>2.<br><br>3. |