

# 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:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# INTERVIEW PREPARATION CHECKLIST



## 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_