

**INTERVIEW PREPARATION FORM**

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**LOGISTICS**

Position Interviewing For: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name/Title of Interviewer(s): \_\_\_\_\_  
Time of Interview: \_\_\_\_\_ Date of Interview: \_\_\_\_\_  
Interview Type: \_\_\_\_\_ Directions: \_\_\_\_\_  
\_\_\_\_\_

**COMPANY RESEARCH**

Date/Place Company was founded: \_\_\_\_\_  
Main Executives: \_\_\_\_\_  
Services/Products: \_\_\_\_\_  
Industry trends: \_\_\_\_\_  
Competitors: \_\_\_\_\_  
Company Website Review (news/careers sections): \_\_\_\_\_  
\_\_\_\_\_  
MySpace/Facebook Accounts: \_\_\_\_\_  
Discussion Boards: \_\_\_\_\_  
Friends/Family Knowledgeable about Company: \_\_\_\_\_

**JOB DESCRIPTION REVIEW**

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
Typical Salary Range: \_\_\_\_\_

**MY SKILLS & EXPERIENCE MOST RELEVANT TO THE POSITION**

Three strengths I offer:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
Two areas for improvement I have are:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
Relevant activities or work to mention (include volunteer/academic activities): \_\_\_\_\_  
\_\_\_\_\_  
STAR Story 1: \_\_\_\_\_  
STAR Story 2: \_\_\_\_\_  
STAR Story 3: \_\_\_\_\_  
Educational accomplishments to mention: \_\_\_\_\_  
\_\_\_\_\_  
Team (intramural) sports or extracurricular activities to mention: \_\_\_\_\_  
\_\_\_\_\_

