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: ______________________________________________
____________________________________________________________________________

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☐ 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

WHERE TO RESEARCH?

☐ Company Main Website
☐ tomasnet.com
☐ hoovers.com
☐ SEC Filings (Edgar)
☐ Nonprofit Times
☐ wetfeet.com
☐ Chronicles of Philanthropy
☐ Guidestar.org

WHAT TO WEAR?

☐ Neutral, well-fitting suit
☐ Clean and pressed clothes
☐ Shined shoes
☐ Subtle accessories
☐ Appropriately colored socks/hosiery
☐ Minimal or No cologne/perfume

NOTES:_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________

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