

Pre-Interview Worksheet

Company / Organization Information

Name: _____
Address: _____
Phone Numbers: _____
Mission: _____
Vision: _____
Overall Goals: _____
URL / Web Address: _____
Position you are interviewing for: _____

Interview Information

Date: _____
Type: Phone In Person
Location: _____
Interviewer Name: _____
Interviewer Title: _____
Interviewer Phone Number: _____
Materials to bring: _____

Individual Setting up Interview
(if other than Interviewer)

Name: _____
Title: _____
Phone Number: _____

Additional Information

