

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 of Interview: Phone In Person (Information Interview) Panel Group

Location: _____

Interviewer Name: _____

Interviewer Title: _____

Interviewer Phone Number: _____

Materials to bring: _____

Individual Setting up Interview *(if other than Interviewer)*

Name: _____

Title: _____

Phone Number: _____

Post Interview

Date to Call Back: _____

Date of Decision: _____

Date Thank You Letter Sent: _____

Additional Information to Submit: Application Yes No

References Yes No

Portfolio Yes No

Work Samples Yes No

Other: _____

Interview Review

Arrived on Time: Yes No

Dressed Appropriately: Yes No

Expressed Interest in the Job: Yes No

Stated who referred me: Yes No n/a

Interviewer's impression of my resume: Good Neutral Bad No Comment

Most difficult questions: _____

Interview focused on: _____

Additional information obtained: _____

Notes
