

Interview Worksheet

Company / Organization Information

Name: _____

Address: _____

Phone Numbers: _____

Mission: _____

Vision: _____

Overall Goals: _____

URL / Web Address: _____

Position you are interviewing for: _____

Pre-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: _____

Post-Interview

Date to Call Back: _____
Date of Decision: _____
Date Thank You Letter Sent: _____

Additional Information to Submit:

Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
References	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Portfolio	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Samples	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other: _____

Interview Review

Arrived on Time: Yes No
Dressed Appropriately: Yes No
Indicated 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
Topics discussed: _____

Most difficult questions: _____

Interview focused on: _____

Additional information obtained: _____
