**INTERVIEW PREPARATION FORM**

**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: ____________
**INTERVIEW PREPARATION FORM**

☐ **INTERVIEW QUESTIONS**

Practice answering probable interview questions  

Questions to ask the interviewer:
1. ___________________________________________
2. ___________________________________________
3. ___________________________________________

☐ **AFTER THE INTERVIEW**

Follow up required: ____________________________

Employer decision expected by: ___________________

Thank you sent within 24-48 hours  

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<th>WHAT TO BRING?</th>
<th>WHAT TO WEAR?</th>
<th>WHERE TO RESEARCH?</th>
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<tr>
<td>Portfolio w/ note paper &amp; pen</td>
<td>Suit fits</td>
<td>Company Main Website</td>
</tr>
<tr>
<td>Job Description</td>
<td>Clothes are clean &amp; pressed</td>
<td>thomasnet.com</td>
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<td>Resumes / References</td>
<td>Shoes are shined</td>
<td>hoovers.com</td>
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<tr>
<td>Pen</td>
<td>Shoes match suit color</td>
<td>rileyguide.com</td>
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<tr>
<td>Questions for interviewer</td>
<td>Accessories are subtle</td>
<td>CNNMoney.com</td>
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<td>Master resume to reference for company application</td>
<td>Hosiery are appropriate color</td>
<td>wetfeet.com</td>
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<td>Businessweek.com</td>
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<td>Vault Career Library</td>
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<td>in SCOTLink @ careers.ucr.edu</td>
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**NOTES:**

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