

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:

_____ 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 Optimal Resume for practice)

Questions to ask the interviewer (save some for the end!):

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
- Chronicles of Philanthropy

WHERE TO RESEARCH?

- Company Main Website
- tomasnet.com
- hoovers.com
- SEC Filings (Edgar)
- Nonprofit Times
- wetfeet.com

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: _____
