Interview Prep Worksheet

Interview date and time:

Interviewer(s) name(s):

Organization name:

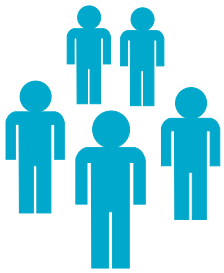
Postion applied for:

Notes on salary research (include sources):

What questions do I anticipate being asked?

Five key qualities/strengths/traits that qualify me for this position include:

1. _____
2. _____
3. _____
4. _____
5. _____



Area of weakness I can work on	My points of pride	Questions I plan to ask the employer