**Job Interview Preparation – NAME OF POSITION, COMPANY**

**Staff Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Completed by: |  | Date completed: |  |

**Interview Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |   | Time: |  |
| Location: |  |
| Parking:  |  |
| Materials to bring: | * recording tool to take notes
* question sheet
* resume
* reference sheet
* Job Interview Prep From
 |

**Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |   | Company: |  |
| Title: |  | Phone: |  |
| Email:  |  |
| Other Contacts:  |   |

**Company Information**

|  |  |
| --- | --- |
| Company Mission: |   |
| Services/Products: |   |
| Important facts:  |   |
| Who you would work under:  |   |
| Your history with company: |   |

**Meeting Introduction**

|  |
| --- |
|  |

**Questions for Interviewer:**

**Follow Up Plan**

|  |  |
| --- | --- |
| Thank You Sent |   |
| Next Steps:  |   |