**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**

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| --- |
|  |

**Questions for Interviewer:**

**Follow Up Plan**

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