

Interview Planning Form

(Prepare this form in advance of each interview you take)

Part I: About The Job

Description of position applied for: _____

Challenging situations I might experience in this job: _____

How could a person in this job make or save the employer time and/or money: _____

Products and services of employer: _____

Company history: _____

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Part II: About You

Review of resume data: _____

Skill areas relating to the position:

Skill area: _____
Example / Story: _____

Skill area: _____
Example / Story: _____

Skill area: _____
Example / Story: _____

Skill area: _____
Example / Story: _____

Possible scenario questions I might be asked: _____

Questions to ask the interviewer:

| | |
|----------|----------|
| 1) _____ | 4) _____ |
| 2) _____ | 5) _____ |
| 3) _____ | |

Possible problem areas: _____

Other information: _____

