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Master Your Interview:
Interview
Prep
Guide

*“Preparation doesn't assures victory,
it assures confidence.”
— Amit Kalantri*

GENERAL INFO

Interview Date: _____

Company Name: _____

Position Title: _____

Position Description

Company Background

Top 5 skills required for position

- 1.
- 2.
- 3.
- 4.
- 5.

Interviewer Details:

Name:

Email:

Title:

LinkedIn profile: _____

Notes on LinkedIn profile

CURRENT AND PRIOR SUCCESSES

This section is to capture your current and prior project successes. Reprint if needed.
Capture at least 3 projects (current or prior).

Project Description

Your Title: _____

Your Role: _____

Company: _____

What technologies did you use?

What was the **Situation**?

What was your **Task**?

What **Actions** did you take?

What were the **Results**?

What was your greatest accomplishment on this project?

Was this a team or individual project?

What did you like most about this project?

What did you like least about this project?

How would you have improved this project?

List at least three key skills learned on this project. Be sure they correspond to the skill requirements of the position.

- 1.
- 2.
- 3.

ADDITIONAL PREP

List two of your greatest strengths and why.

- 1.
- 2.

List two of your greatest weaknesses and for each an action you're taking to strengthen that area.

- 1.
- 2.

What interests you about the company/position?

What do you not like about your current company/position?

What are three interesting non-work related facts about you?

How do you stay current on the latest trends and technologies in your industry?

Write ten questions to ask the interviewer.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Write and answer 10 questions that are common to the position that you're interviewing for.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.