**Interview Preparation - Info Sheet**

|  |  |  |
| --- | --- | --- |
| Company | Position | Date / Time |
| Company info (HQ, rev, loc, #employees, ticker, etc.) | Address | Phone |
| CEO’s Name | Glassdoor rankings **Rating =**  | Opportunity sourced from |
| Company Description*
 |

|  |  |  |
| --- | --- | --- |
| Interview With | Title | Contact Info |
| Shared LinkedIn contacts | Previous roles | Schools |
| Touchpoints with interviewer (ice breakers)* **…**
* **…**
* **…**
 | Questions (prepare 10+)* **…**
* **…**
* **…**
 |
| Top 6 alignment points (what do you have in common or connect to?)* **…**
* **…**
* **…**
 | Key points to discuss* **…**
* **…**
* **…**
 |

**Additional Company Colleagues** (Name/Title/School/Brief Background):

* **…**
* **…**
* **…**

|  |
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| **Research Ahead of Interview** |
|  | Review website (prods, locations) |  | Recent press releases |  | Recent quarterly earnings calls |
|  | Position description |  | Company & Individual Twitter & FB pages (news) |  | Company YouTube page (videos!) |
|  | Glassdoor ratings and reviews |  | LI search of others (titles, locations) |  | Key members at company |
|  | LinkedIn profile of interviewer |  | LinkedIn shared contacts w interviewer |  | Videos of interviewer(s) |
|  |  |  |  |  |  |
| **Going To Interview** |
|  | Write 10 questions for interviewer |  | Recall source of opportunity (person, history) |  | Print Leadership Team page |
|  | Confirm date / time / location |  | Expansive posture, breathing |  | Bring copies of resume |
|  | Reread my resume / how it applies |  | Re-read any cover letters / applications |  | Plan to send a thank you within 24 hours |

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| **Useful Web Links** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| Other Data Points* **…**
* **…**
* **…**
 |

**Take each of the job description requirements and provide bullets on how your skills, education, and work experiences align and add value.**

**Example –**

**Job Description Point 1: <<< Cut & Paste here >>>**

1. Skill or Work Experience Alighment Here
2. Skill or Work Experience Alighment Here
3. Skill or Work Experience Alighment Here
4. …

**Job Description Point 2: <<< Cut & Paste here >>>**

1. Skill or Work Experience Alighment Here
2. Skill or Work Experience Alighment Here
3. Skill or Work Experience Alighment Here
4. …

Etc.

**Key Information (Cut & Paste Below):**
<< Note: replicated the table above if interview is with more than one. Review LinkedIn Profiles. >>