Interview Cheat Sheet

Complete this sheet prior to an interview. Using the qualifications and skills in the job posting customize your answers to include past experiences and knowledge that is relevant for the job.

Company Name: ____________________________

Company Email: ____________________________

Company Phone: ____________________________

Interview Location: ____________________________

Interview Date: ____________________________

Interview Time: ____________________________

1. About Me (Relevant to the posting):
   a.
   b.
   c.

2. Strengths:
   a.
   b.
   c.

   Story/example that demonstrates strength:

3. Weakness:
   a.

   How you overcome the weakness:
4. Example of good teamwork:

What made it work?
   a.
   b.
   c.

5. Difficult situation:

What would you do differently if you had another opportunity/ how did you fix it?

6. Questions for Employer:
(Do your research and ask quality questions)
   a.
   b.
   c.