Interview Worksheet

1. Organization name: ____________________________________________

2. Position Title ________________________________________________

3. Skills/abilities required for position: ____________________________
   _____________________________________________________________

4. Referring to your targeted resume, list:
   
   Education (Degree/major/GPA): ________________________________
   
   Coursework/projects (Related to position) ______________________
   
   Experience (Paid/unpaid): ____________________________________
   
   Extracurricular Activities (Campus, community, volunteer) - Include leadership positions held:
   
5. Skills/abilities/interests related to the position:
   
   _____________________________________________________________
   
6. One-Minute Commercial:
   
   _____________________________________________________________
7. What specific examples from your background would you use in answering the following questions? 
(Remember to relate your example to the employer’s job)

Describe a time when you were faced with problems or stress at work or in a class that tested your coping skills. What did you do?

________________________________________________________________________

________________________________________________________________________

Give me an example of when you felt you were able to motivate your co-workers or subordinates:

________________________________________________________________________

________________________________________________________________________

Describe the most significant written document, report, or presentation you've completed:

________________________________________________________________________

________________________________________________________________________

Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done. (Could be a work, class, or a personal example):

________________________________________________________________________

________________________________________________________________________

Describe the most creative work or class project you have completed:

________________________________________________________________________

________________________________________________________________________

Why should I hire you? (A version of your one-minute commercial could help here):

________________________________________________________________________

________________________________________________________________________

GOOD LUCK!