

# Interview Planning Form

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

## **PART 1: ABOUT THE JOB**

Description of position applied for:

Products and services of employer:

Competition:

Company History:

Other Information:

## **PART 2: ABOUT YOURSELF**

Review of resume data:

Work accomplishments:

Private life accomplishments:

Anticipated problem areas:

Questions to ask the interviewer:

Other information: