

Pre-Interview Worksheet and Checklist

JOB OPPORTUNITY

Job Title You're Interviewing For _____

Date/Time of the Interview _____

COMPANY INFORMATION

Company Name _____

Address _____

Phone Number _____

Website _____

- Review the company website — in particular, the “About” page, “Media” section (if there is one), and information about their products and services.
- Check out the source code on the company website to see if there are particular keywords that give insight to the company’s focus. (Go to the company website. In your web browser, go to the “View” menu and choose “View Source.”) Note: Not all companies include this information in their source code (look at the title code and meta tags).

Facebook Business Page – www.facebook.com/ _____

- Look at the content the company posts, but also look at what other people post on the company’s page. Can you identify any potential problems that need solving?

Company Twitter Handle — @ _____

Do They Have a Blog? Blog URL _____

- Review the blog for greater insight into the company.

Describe the Company (Subdivision of another company? How many employees? How many locations? What industry? Structure — public, private, family-owned, nonprofit, etc.) _____

Does the Company Have a YouTube channel? ___ No

___ Yes: www.youtube.com/ _____

- Take a look at the official videos posted by the company.

- Also do a search for the company on YouTube and see if there are any videos posted by employees, the media, or affiliates.

Notes/Thoughts Based on Online Profile Research _____

GOOGLE

- Do a Google search on the company. Review the first three pages of Google results — anything interesting?

Notes _____

- Look at what other job postings are open at the company — these can help you identify growth opportunities in the company.
- Next, do a Google News search on the company (**news.google.com**).

Any News Stories? _____

Any Major Announcements in the Last 18 Months? _____

LINKEDIN

- Search “Companies” on LinkedIn
- Does the Company Have a Profile on LinkedIn? __ Yes __ No
How Many Followers Does the Company Have on Its Company Page? _____

If the Company Has a Profile, Does It List:

Company Type _____

Company Size _____

Industry _____

Year Founded _____

Headquarters (Location) _____

Makeup of Employees (location, job title, education) _____

- Also look at the “Viewers Also Viewed” list of companies. These are potential competitors for you to research.
- You will also be able to see if any of your existing connections are affiliated with the company. You can also see “2nd degree” or “3rd degree” contacts. You can click through to those profiles for additional information on the employee’s background.
- The “Insights” tab (if one is available for the company) will give you information about the company’s employees
- If the company has provided “Company Updates,” be sure to read those.
- On the company’s LinkedIn page, click the yellow “Follow” button, and information about the company will be included in your “Updates” feed on the home page of your LinkedIn profile

THE INTERVIEWER

- You can often find this information on LinkedIn, Facebook, or through a Google search.

Who Are You Interviewing With?

Name _____

Job Title _____

- Google your interviewer’s name.

Notes _____

Twitter handle — @ _____

Approximate Age (and Date of Birth, If Known) _____

College/University _____

Degree Pursued/Achieved _____

Year Graduated _____

Military Service __ No __ Yes (if yes, which branch: _____)

Family – Married? Kids? _____