

Center for Career Planning & Placement (CCPP)

Career Readiness Program 12/13

INTERVIEW SELF ASSESSMENT FORM

Before the Interview

Know if you are prepared before going for the interview!

KNOWING YOURSELF	Yes	No
Reviewed my Resume and prepared to support everything mentioned in it.	☐	☐
I am able to talk about my skills and give examples.	☐	☐
I know my strengths and weaknesses and I prepared the appropriate answers.	☐	☐
I am prepared to give several examples on my experience, qualifications, accomplishments and successes.	☐	☐
RESEARCHED THE COMPANY	Yes	No
Visited the Company's Website.	☐	☐
Learned about the company (its vision, mission, products/services, competitors, etc...).	☐	☐
I know the company location and how much time to allow to reach the interview on-time.	☐	☐
PRACTICED INTERVIEW QUESTIONS	Yes	No
Reviewed common questions I might be asked.	☐	☐
Prepared answers to most common questions (using the STAR technique when needed).	☐	☐
Prepared a list of questions to ask the interviewer.	☐	☐
Prepared how to match my skills and experience with the job.	☐	☐
OTHER	Yes	No
Decided what do dress for the interview.	☐	☐
Prepared my portfolio using presentable papers (including copies of resume, certificates, degrees, etc...).	☐	☐