

CareerSMARTZ (CS34)

A highly effective career success strategy built around "Find a need and fill it."

My Employment Interviews Logbook

Use reverse side for additional space

Employer (Name): _____


Profile information:	Notes:
1. Name:	
2. Postal address:	
3. Web address:	
4. Phone (General Information):	
5. LinkedIn address:	
6. Facebook address:	
7. Business activity:	
8. Key personnel:	
9. Profit or Non-Profit:	
10. Number of employees:	
11. Single or multiple locations:	
12. Setting (Metro, suburban, rural):	
13. Annual revenue:	
14. Stock market symbol:	
15. Interview date, time, location:	
16. Persons conducting interview:	
17. Interview type (live, phone, video):	
18. Transportation:	
19. Parking:	
20. Lodging:	
21. Meals:	
22. Dress style:	
23. Corporate culture:	
24. Interview tests:	
25. Other:	

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Tasks to be completed before the interview:

Use reverse side for additional space

		Notes:
	1. Call to confirm interview data...	
	2. Arrange for transportation...	
	3. Determine proper dress...	
	4. Learn about the company...	
	5. Understand your employment value...	
	6. Practice answering questions...	
	7. Review do's and don'ts of interviews...	
	8. Know your salary range...	
	9. Confirm your references...	
	10. Prepare copies of documents...	
	11. Complete pre-interview tests...	
	12. Bring notetaking materials...	
	13. Prepare list of questions to ask...	
	14. Prepare comments regarding obstacles...	
	15. Get suggestions from Support Team...	
	16. Prepare business cards...	
	17. Remember 2 nd objective...	
	18. Bring cash/credit...	
	19. Conduct a practice run...	