



Interview Record Sheet

Keep track of what you said, to whom you said it, and what you wore.

Date:	Company:
Meeting With (Name):	Title:
Address:	Telephone:
	Website:
	Email:
Major Accomplishments:	
1.	
2.	
3.	
4.	
5.	
6.	
Management or Work Style:	
1.	
2.	
3.	
4.	
5.	
6.	

Things You Need to Know About Me:

1.

2.

3.

4.

5.

6.

Reason I Left Last Job:

Answers to Difficult Questions:

1.

2.

3.

4.

My Strengths/Weaknesses:

1.

2.

3.

Questions to Ask Interviewer:

1.

2.

3.

4.

5.

6.

Things I Can Do For You:

1.

2.

3.

4.

5.

6.

What I Wore (to prevent wearing the same clothing repeatedly):

Good luck!

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