

# *Interview Template*

## A. Company Information

1. Company Name:
2. Description:
3. Industry:
4. Divisions (if applicable):
  
5. Locations:
6. Size:
7. Google News articles on it:
8. Two major products (if applicable):

## B. Job Information

1. Technical requirements:
2. Individual (Non-technical) qualities required:

## C. Your Qualifications

1. Technical requirements you possess from B.1:
2. Proof (project examples) you possess from B.1:
3. Non-technical requirements you possess from B.2:
4. Proof (experience) that you possess from B.2:
5. How you plan to make up for skills/experience you might lack?:

## D. Your Interest

1. What made you apply for position (B.1)?
2. Why did you apply for this company (A.1)?
3. What attracts you to industry (A.3)?

## E. Your Questions

1. Determine weaknesses of products (A.8). Ask questions about how weaknesses are overcome.
2. How are products (A.8) better than previous products? Cost comparison.
3. Determine future plans for the company and industry. If unable to figure it out, ask what they are.
4. What's your long term vision for the department?

## F. Generic Questions

Write down other questions that you want to ask (location, number of candidates, time for decision etc.)