

Organization Fact Sheet

Name:

Address:

Telephone:

Directions:

Contact person:

Title:

Telephone number:

Office location:

Referred by:

How contacted:

Business:

Started in:

Number employees:

Number of locations/sites:

Ownership:

Senior management:

Recent sales/earning:

What been trend past five years:

Markets:

Market share:

Leading competitors:

Trends/recent developments:

Other information:

Position: Job title:

Description:

Date Completed _____

Education Worksheet

Name of school: _____

Address: _____ Telephone number: _____

Dates attended: _____

Major/Minor courses of study: _____

Degree received (or anticipated): _____

Date graduated (or expected): _____

Academic honors/awards: _____

Courses that relate to job search: _____

Contact (still there/remember you): _____

Why did you choose this school: _____

Why did you choose this course of study: _____

If a recent graduate, contact information of academic reference:

Graduate school? Thesis/dissertation topic: _____

Future academic plans: _____

Seminars/workshops (dates, location/sponsor, and subject): _____

Date Completed _____

Experience Worksheet

Provide details for each job listed on your resume, starting with the current or most recent.

Employer: _____

Address: _____

Telephone number: _____

Supervisor's name: _____ Telephone: _____

Date started: _____ Last day of work: _____

Starting salary: _____ Current/ending salary: _____

Starting position: _____ Current/ending position: _____

Starting title: _____ Current/ending title: _____

How did you get this job? _____

Describe most recent duties: _____

Describe your work group: _____

On what basis was your work evaluated? _____

Who evaluated your work? _____ How often? _____

What evaluation did you last receive? _____

How many hours did you usually work each week? _____

Overtime? _____ How often? _____ Why? _____

What did you like best about this job? _____

Least? _____

(Continued)

What are your greatest accomplishments? _____

Skills used? _____

Major responsibilities: _____

Promotions/awards/honors? _____

Why did you leave this position? _____

What skills/experiences directly relate to the job opening you are interviewing for?

Date Completed _____

Job Opening Outline

Date Interview: _____

Interview With: _____

Position: _____ Organization: _____

Job Title: _____ Salary offered: _____

Technical requirements: _____

Skills/Experience: _____

Environment: _____

Date Completed _____

Questions You Plan to Ask/Answers You Need

List Five Closed-Ended Questions that you would like to have answered in the interview.

List Five Open-Ended Questions that you would like to have answered in the interview.

Date Completed _____

Interview Follow-up Worksheet

Organization: _____

Interviewed with: _____

Title: _____ Location: _____

How did you get this interview? _____

Was this the first interview? _____ Follow-up? _____

Setting of interview: _____

Approximately how long did it last? _____

Did it start on time? _____

Purpose of interview: _____

Position interviewed for: _____

Salary range: _____

Overall impressions of the organization: _____

Overall impressions of the position: _____

Grade yourself: What did you do right or wrong? _____

Grade them: What did they do right or wrong? _____

What would you do differently? _____

Are you still interested in the job? _____ Why? _____

Do you think they are interested in you? _____ Why? _____

(Continued)

Date Completed _____

When will the position be filled? _____

Are they still advertising? Job opening still posted? _____

How will they/you follow up? _____

Comments: _____

Sent thank you e-mail/letter on _____

Were you offered position? _____

If yes, accepting it or negotiating further? _____

Details:

If not offered, did they state why not? _____

Would they consider you for similar/other positions? _____

Would you consider other positions with them? _____

Comments: