# Interview Prep Sheet

For more, check out the book:

[*Art of the Job Search*](https://www.amazon.com/Art-Job-Search-Step-Step/dp/0692133305/ref=tmm_pap_swatch_0?_encoding=UTF8&qid=1536792615&sr=1-1)

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## **Role:**

## Link to Job Description:

## Company:

## **I. Company Information**

*Key Sources: Company Website, Wikipedia, Earnings Transcript – Seeking Alpha*

### Key Facts

* Brief company history—date founded, key changes *(Company Website, Wikipedia)*
* CEO *(Company Website, Wikipedia)*
* Key facts—e.g., brands, clients *(Company Website, Wikipedia)*
* Revenue *(10K or Yahoo Finance!)*
* Recent news *(Google, Earnings Transcript – Seeking Alpha)*

### Opportunities

* Key opportunities/growth areas *(Earnings Transcript – Seeking Alpha)*
* Ideas for growth *(You develop these)*

### Challenges

* Key challenges *(Earnings Transcript – Seeking Alpha)*
* Key competitors *(Earnings Transcript, Yahoo Finance!)*
* Ideas for how to combat competitive threats *(You develop these)*

## **II. Industry Information**

*Key Sources: Industry newsletters (subscribe—and read daily), Google*

* Top industry news *(Industry Newsletters, Google)*
* Top competitor news *(Industry Newsletters, Google)*
* Industry innovation—e.g., product, shipping, customer experience, digital *(Google, Industry Newsletters)*

## **III. Inside Insights**

*What you’ve learned from people at the company*

## **IV. Interviewers**

* Name (LinkedIn Profile): Brief background + shared background (e.g. companies, schools, etc.)
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## **V. Interview Answer Prep**

Create a separate document using the Interview Template found [here](https://artofthejobsearch.co/free-resources/)

## **VI. Questions you Have**

*Customize these based on your research*

Questions you can ask include the following:

* What are your top priorities right now?
* What are your goals for this year?
* What is your vision for this team in a year?
* What is the team structure?
* How does this role interact with other people on the team and at the company?
* Can you tell me about some of the projects that you are working on?
* What do you like most and least about working here?

If you really want to ask impressive questions, brainstorm specific questions pertaining to the company or role: