

Things I should know about the company	
Name of Company	
What the company does/makes	
Size of company / other locations	
Parent company	
Company history	
What the job is	
What hours	
Dress expectations	
Personal information I should know	
Reference Information <ul style="list-style-type: none"> • Name, Title, Company, Phone number, Email address • Do you have permission to use them as a reference? 	
Employment history	
Educational history	
Volunteer work	
Service Organizations	
Questions I should know the answer to	
Tell me about yourself.	
How did you hear about this position?	
Why do you want to work here?	
Why are you looking for a new job?	
Why did you leave your last job?	
Describe your last job/boss.	
Are you available during our business hours?	
How do your skills help our company?	
Why should I hire you?	
Where do you see yourself in 5 years? Ten years?	
What salary/wage are you expecting?	
Why is there a gap between your past jobs?	
Are you willing to work at our other location?	
What are your strengths?	
What are your weaknesses?	
What are you currently reading?	
What movie character personifies you?	
My question:	
My question:	