

Purpose: To prepare you for questions that will be asked during our Career Services Exit Interview as well as; actual industry job interviews. A job interview can be nerve racking; if you are prepared in advance it will be a pleasant experience and could make the difference in a successful outcome.

How it Works: Helps bring to mind the answers you have rehearsed in one simple “keyword.” The Cue Sheet has a proven success record with our Alumni who still utilize it throughout their careers as they continue to change and update their information.

Instructions: Please respond to the “Interview Question” by placing your answers in the “short answer” column (1-5). Now, enter one “keyword” for each “short answer.” This will act as your”Short Answer” cue, and will prompt your reply.

Name: _____

Last day of attendance: _____

Interview Question: Can you share a little something about yourself (chronological order)?

	Keyword	Short Answer
1.		
2.		
3.		
4.		
5.		

Interview Question: Can you share your previous and/or practical work experience?

	Keyword	Short Answer
1.		
2.		
3.		
4.		
5.		

Interview Question: What skills best represent your education, talent, & overall abilities?

	Keyword	Short Answer
1.		
2.		
3.		
4.		
5.		

Interview Question: How would you best describe your character and personality traits?

	Character Traits	Personality Traits
1.		
2.		
3.		
4.		
5.		

Please Note: You will be required to bring a printed blank copy of this form to your PLS Industry Director’s Lecture. This form will be used interactively during the lecture. Bring a completed (typed) copy, to you CS Exit Interview along with your resume, cover letter and business cards. Your CS Advisor cannot conduct your interview without this information present.