

Post-Interview Notes

Company _____ Date _____

Place of interview _____ Time _____

Interviewer _____ Job title _____

Interviewer

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| 1. Describe the interviewer – characteristics, etc. | |
| 2. What was your impression of the interviewer? | |
| 3. What did the interviewer do or ask that caught you off-guard? | |
| 4. What suggestions did the interviewer give you? | |
| 5. What impressions do you think the interviewer has of you? | |

You

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| 6. What questions were the most difficult to answer? | |
| 7. Which questions did you not answer well? | |
| 8. What issues were raised but not answered or left open? | |
| 9. Is there anything you think you did wrong that you could do differently next time? | |
| 10. What goals did you have for this meeting that you didn't meet? | |

Company

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| 11. How would you describe the physical location? | |
| 12. What were your impressions of the people you met? | |
| 13. How would you describe the culture of this organization? | |
| 14. Is this a place where you would like to work? | |

Job

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| 15. What skills and experience would you use in this job that you like to use? | |
| 16. What do you see in this job that is a negative? How important is that? | |
| 17. What values of yours are met by this company and this job? | |
| 18. What values of yours are NOT met by this company and this job? | |
| 19. Why do you want this job? (They may ask this question in a subsequent interview.) | |

To Do

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| 20. Who needs to do what next? | |
| 21. When do you expect to hear back about the next step? | |