Post-Interview Notes

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| --- | --- | --- | --- |
| Company | Click here to enter text. | Date | Click here to enter text. |
| Interview location | Click here to enter text. | Time | Click here to enter text. |
| Interviewer | Click here to enter text. | Job Title | Click here to enter text. |

(The text boxes will expand as you enter text.)

**Interviewer**

1. Describe the interviewer (Tips to remember person)

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| Click here to enter text. |

2. What was your impression of the interview? (Your personal feeling)

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| Click here to enter text. |

3. What did the interviewer do or ask that caught you off guard or that you were not prepared for?

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| --- |
| Click here to enter text. |

4. What impressions do you think the interviewer has of you?

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| --- |
| Click here to enter text. |

**You**

5. What questions were the most difficult to answer?

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| Click here to enter text. |

6. What questions do you think you did not answer well?

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| Click here to enter text. |

7. What issues were raised but not answered or left open?

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| Click here to enter text. |

8. Is there anything you think you should do differently next time?

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| Click here to enter text. |

9. What goals did you have for this meeting that you didn’t meet?

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| Click here to enter text. |

6. What questions do you think you did not answer well?

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| Click here to enter text. |

**Company**

7. How would you describe the physical location for the position?

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| Click here to enter text. |

8. What were your impressions of the people you met?

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| Click here to enter text. |

9. How would you describe the culture of this organization?

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| Click here to enter text. |

10. Do you think this is a place where you would like to work?

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| Click here to enter text. |

**Job**

10. What skills and experience would you use in this job that you like to use?

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| Click here to enter text. |

11. What do you see in this job that is a negative? How important is that to you?

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| Click here to enter text. |

12. What important values of yours are met by this company and this job? (Refer to Worksheet 1.1)

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| Click here to enter text. |

13. Why do you want this job? / Why should they hire you? (You will be asked this question at some point.)

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| Click here to enter text. |

**To Do**

14. Who needs to do what next?

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| --- |
| Click here to enter text. |

15. When do you expect to hear back about the next step?

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| --- |
| Click here to enter text. |