

## Post-Interview Notes

Company \_\_\_\_\_ Date \_\_\_\_\_

Place of interview \_\_\_\_\_ Time \_\_\_\_\_

Interviewer \_\_\_\_\_ Job title \_\_\_\_\_

**Interviewer**

- |  |  |
|--|--|
| 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**

- |   |  |
|---|--|
| 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**

- |  |  |
|--|--|
| 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**

- |   |  |
|---|--|
| 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**

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