Post-Interview Debriefing

Name of Company/Employer___________________________________________________________

Name/Title of Recruiter/Interviewer______________________________________________________

Position Sought_____________________________________________________________________

Date of Interview __________ Time _________ Location ____________________________________

What questions were asked of me?

What qualities or experience were they impressed with?

Which questions did I answer well?

What were the rough spots in the interview?

Which questions were difficult to answer?

Why?

What did I learn from the interviewer about the job?

The employer?

Additional thoughts on the company and interview.

Did I get the interviewer’s business card?

Follow-up required?

EMPLOYER NAME
ADDRESS
DATE RESPONSE/ DATE/PLACE
THANK-YOU
REFERENCES
DATE FOLLOW-UP
PHONE #
RESUME FOLLOW-UP
INTERVIEW(S)
LETTER REQUESTED
DECISION CALL OR E-MAIL SENT
REQUIRED SCHEDULE SENT
PROVIDED EXPECTED LETTER