

# POST INTERVIEW CHECKLIST

Company Name: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_

Date to Call Back: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Was I on time? Yes\_\_\_ No\_\_\_

Did I dress appropriately? Yes\_\_\_ No\_\_\_

Do I need to send additional information?

• resume or application Yes\_\_\_ No\_\_\_

• reference list/letters of reference Yes\_\_\_ No\_\_\_

• work samples Yes\_\_\_ No\_\_\_

Did I give a positive indication of my interest in the job? Yes\_\_\_ No\_\_\_

Did I mention who referred me? Yes\_\_\_ No\_\_\_

What was the interviewer's general impression of my resume? \_\_\_\_\_

\_\_\_\_\_

What was discussed the most? \_\_\_\_\_

\_\_\_\_\_

What did the employer seem particularly interested in? \_\_\_\_\_

\_\_\_\_\_

What questions did I have the most difficulty answering? \_\_\_\_\_

\_\_\_\_\_

What questions did I answer most effectively? \_\_\_\_\_

\_\_\_\_\_

What further information did I obtain about the company by asking questions? \_\_\_\_\_

\_\_\_\_\_

What can I do to improve my effort? \_\_\_\_\_

\_\_\_\_\_

Did I send a thank you letter? \_\_\_\_\_

\_\_\_\_\_