

Post-Interview Worksheet

Company / Organization

Name: _____
Date of Interview: _____
Interviewer Name: _____
Interviewer Title: _____

Important

Date to Call Back: _____
Date of Decision: _____
Date Thank You Letter Sent: _____

Additional Information to Submit:

Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
References	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Portfolio	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Work Samples	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other: _____

Interview Review

Arrived on Time: Yes No
Dressed Appropriately: Yes No
Indicated Interest in the Job: Yes No
Stated who referred me: Yes No n/a

Interviewer's impression of my resume: Good Neutral Bad No Comment

Topics discussed: _____

Most difficult questions: _____

Interview focused on: _____

Additional information obtained: _____

