

1.

Date of Interview _____
Name of firm _____
Phone number _____
Address _____
Interviewer _____
Title _____

2.

Describe position being filled _____

3.

Last person left job because _____

4.

Position reports to _____
Title _____
Who reports to this position? _____

5.

Jobs key duties _____

6.

If last person in job succeeded, why? _____

If last person in job failed, why? _____

7.

Are there chances to get ahead? Describe.

Can you move laterally within the company to other departments requiring other skills? Describe.

Does the company encourage educational and training programs? Describe.

8.

Would relocation be necessary now? _____

In the future? _____

Probable? _____

9.

Describe the "ideal" candidate _____

10.

What important information did you learn about pay, benefits, etc.? (Keep a light foot on the gas pedal here. You and your interviewer both know you're interested in this subject, and he or she will get to it if you're patient.)

11.

When can you expect a decision? Was the interviewer specific? Vague?

12.

What were the five most important questions you were asked?

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

13.

What were the three most difficult or embarrassing questions?

(1) _____

(2) _____

(3) _____

14.

What three things did the interviewer seem to like most about you or your background?

(1) _____

(2) _____

(3) _____

15.

What reservations or concerns did the interviewer reveal?

What did you say or do during the interview that you wished you hadn't?

16.

What important new information did you learn about this company that you might be able to use later?

17.

In what ways would this job/company be a good fit?

In what ways would it be a poor fit?

18.

Did you mention any references? Which ones? Have you alerted these people they may be called on to be a reference for you, and do you feel they will give a positive response?

19.

How did the interviewer describe your potential boss?

20.

Is this the kind of person you would trust? Feel comfortable working with?

21.

Did the interviewer mention any special conditions under which you might be offered the job?

Did you mention any conditions for you to accept it?

22.

Fresh from the interview, what would be the biggest attraction to you in taking this job?

The biggest drawback?
