



INTERVIEW NOTES

FIRST INTERVIEW

DATE _____ INTERVIEWING COMPANY _____

INTERVIEWING/HIRING AUTHORITY _____

WHO DID I INTERVIEW WITH... A SCREENER OR INTERVIEWING OR HIRING AUTHORITY?

HOW LONG WAS THE INTERVIEW? _____

SUMMARY _____

WHAT ARE THE MOST IMPORTANT ASPECTS OF MY BACKGROUND TO THE INTERVIEWING/HIRING AUTHORITY?

WHAT WERE THE MAJOR CONCERNS ABOUT MY CANDIDACY? _____

HOW COULD I HAVE SOLD MYSELF BETTER? _____

WHAT DO I NEED TO DO TO GET TO THE NEXT STEP? _____

FOLLOW-UP ACTIVITY: _____ EMAIL _____

OVERALL IMPRESSIONS AND THOUGHTS _____

NEXT STEPS _____

SECOND INTERVIEW

DATE _____ INTERVIEWING COMPANY _____

INTERVIEWING/HIRING AUTHORITY _____

SUMMARY _____

WHAT ARE MY STRENGTHS AND WEAKNESSES AS A CANDIDATE? _____

(MY IMPRESSIONS IF I GET THEIR SHOES) _____

WHAT DO I NEED TO DO TO GET TO THE NEXT STEPS? _____

HOW COULD I HAVE SOLD MYSELF BETTER? _____

FOLLOW-UP ACTIVITY _____

THIRD, FOURTH, FIFTH INTERVIEWS

DATE _____ INTERVIEWING COMPANY _____

INTERVIEWING/HIRING AUTHORITY _____

SUMMARY _____

WHAT ARE MY STRENGTHS AND WEAKNESSES AS A CANDIDATE? _____

WHAT DO I NEED TO DO TO GET TO THE NEXT STEPS? _____

HOW COULD I HAVE SOLD MYSELF BETTER? _____

FOLLOW-UP ACTIVITY _____

WHAT QUESTIONS SHOULD I BE ASKING? _____

HOW CAN I BETTER MY CHANCES? _____