Job Search

After the Interview Worksheet

Company/Mailing Address: ___________________________________________________________

Job Title: _________________________________________________________________________

Interview Date: ____________________________________ Time: ___________________________

Interviewer’s Name: __________________________ Interviewers Phone #: ___________________

Interviewer’s Email Address _________________________________________________________

Names of other personnel you met (include titles):

_______________________________________________________________________________

Were you comfortable during the interview? Why?

_______________________________________________________________________________

What went well during the interview? What questions were easy to answer?

_______________________________________________________________________________
What could have gone better? What questions did the interviewer ask that you had difficulty answering?

Did you learn something new about the job? What are the possibilities for advancement with this employer?

What are the possibilities for advancement with this employer?

What challenges is the company facing in the next year?
Would you take the job if it were offered to you? Why?

What benefits are provided by this employer?

List information you want to remember to include in your thank you letter:

FOLLOW UP NEEDED
FOLLOW UP THANK YOU LETTER, DATE SENT: ________________________________
FOLLOW UP PHONE CALL NEEDED, DATE: ________________________________
DETAILS OF PHONE CALL:

_________________________________________________________________________