

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: