

# POST INTERVIEW CHECKLIST

Company Name: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_

Date to Call Back: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

1. Was I on time? Yes\_\_\_ No\_\_\_

2. Did I dress appropriately? Yes\_\_\_ No\_\_\_

3. Do I need to send additional information?

• resume or application Yes\_\_\_ No\_\_\_

• reference list/letters of reference Yes\_\_\_ No\_\_\_

• work samples Yes\_\_\_ No\_\_\_

4. Did I give a positive indication of my interest in the job? Yes\_\_\_ No\_\_\_

5. Did I mention who referred me? Yes\_\_\_ No\_\_\_

6. What was the interviewer's general impression of my resume? \_\_\_\_\_

7. What was discussed the most? \_\_\_\_\_

8. What did the employer seem particularly interested in? \_\_\_\_\_

9. What questions did I have the most difficulty answering? \_\_\_\_\_

10. What questions did I answer most effectively? \_\_\_\_\_

11. What further information did I obtain about the company by asking questions? \_\_\_\_\_

12. What can I do to improve my effort? \_\_\_\_\_

13. Did I send a thank you letter? \_\_\_\_\_