

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? _____