

After Interview Checklist

Interview Handout # 9

Interview Date:

Company Name:

Interviewer's Name:

To be filled out immediately after interview	YES	NO
Did I arrive on time? If yes, how early? _____ Minutes		
Did I introduce myself to the interviewer?		
Did I cover all the pertinent information on the resume with the interviewer?		
Did I maintain eye contact?		
Did I state my interest in the company?		
If I was told I would not get the job, did I ask if there were other positions available? What were they?		
Was part-time or temporary employment an option?		
If nothing was available, did I ask the interviewer for other leads? What were they?		
Was there any area that seemed to surface as a problem for the employer? If yes, what?		
On a scale of 1-10, how interested did the interviewer seem to be in hiring me?		
When did I say I would call back? Day _____ Time _____ _____ / _____ / _____		
Did I send a follow-up letter? Date sent: _____ / _____ / _____		
Other issues or concerns:		