WORKSHEET: POST-INTERVIEW ASSESSMENT

Record some notes about each interview experience for future reference.

Organization name and position you applied for: _____

Describe your initial impressions of the organization and interview: _____

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How do you think the interview went? _____

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What questions did the employer ask? (Which was the most difficult question?) _____

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List remaining questions you have about the organization or position: _____

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Follow up:

- Send a thank you note to all your interviewers within 24 hours. This is your chance to confirm your interest in the position, highlight a skill or quality and thank them for their time. The thank you letter is a great way to put yourself in front of the employer again; it may differentiate you from other candidates.
- Stalking vs. following up: It is important to know the organization's hiring timeframe. If one or two weeks elapsed since you have heard from the employer, it is appropriate to make a follow-up call or send a follow-up email expressing your interest in the position. Daily phone calls or e-mails to the employer will not increase your chances of receiving a response.

Thank you notes

Mail vs e-mail: Any thank you note is better than none. Following-up with an e-mail is the most efficient strategy. However traditional mail is the safest, most accepted way to thank an employer.

Send an e-mail thank you note within 24 hours or a hand written note within two business days.

Another strategy is to thank an employer via LinkedIn! Try sending a thank you and requesting a connection as an interview follow-up.