

Post Interview Worksheet

Who did you interview with?

Date of Interview:

Organization name and position you applied for:



How do you think the interview went?

Describe your initial impressions of the organization and interview:

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

What new questions do you have about the organization, position, benefits?

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.

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.