**After the Interview**

Use this worksheet to help you review your job interview and prepare for future ones. It will help you decide where you did well and assess areas where you need to improve your interview skills.

Position Interviewed For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer/s Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Adequate | Poor |
| I think my overall performance was… |  |  |  |  |
|  | | | | |
|  | | | Yes | Could Do Better |
| Did I arrive on time? | | |  |  |
| Was I courteous to everyone I dealt with? | | |  |  |
| Did I know the interviewer’s name and use it correctly? | | |  |  |
| Did I give positive signals about my interest in the position? | | |  |  |
| Did I show interest and enthusiasm in my body language by sitting up and leaning forward? | | |  |  |
| Was my tone of voice pleasant and easy for the interviewer to hear? | | |  |  |
| Did I look at the interviewer, when speaking and when being spoken to? | | |  |  |
| Did I show that I was listening by answering the questions that were asked? | | |  |  |
| Did I control my annoyance when dealing with irrelevant questions or interruptions? | | |  |  |
| Did I answer all the questions put to me adequately? | | |  |  |
| Did I answer all the questions honestly? | | |  |  |
| Did I convince the employer that I was qualified? | | |  |  |
| Did I ask relevant questions when given the opportunity to do so? | | |  |  |
|  | | | | |
| Did I demonstrate my qualifications in the areas of: | | | | |
| Educational background | | |  |  |
| Work Experience | | |  |  |
| Accomplishments | | |  |  |
| Career plans | | |  |  |
| Knowledge of the company | | |  |  |
| Knowledge of the job in question | | |  |  |

Note: These materials have been developed and adapted from a range of sources for the purpose of the Bruce County Job Search Club.