

# Sample Record-Keeping Form

Date of Interview:

Location of Interview:

Name(s) and Job Title(s) of Interviewer(s):

Impressions About the Interviewer(s) and Organization:

How would the position be a good fit in terms of my interests, skills, and career objective?

What are some potential problems associated with the position or organization?

Information Gathered About the Selection Process:

- Are they doing second interviews?
- When do they expect to make a decision?
- How many positions are they wanting to fill?

Information Shared About Salary and Benefits:

Review of My Performance:

- Was I as informed about the organization as I should have been?
- Was I relaxed?
- Did I answer the questions in a way that stressed the three key factors: my skills, my motivation, my effective work style?
- Did I steer questions toward the points I wanted to stress?
- Did the interviewer get interested and involved in what I was saying?
- Did I present an accurate and favorable picture of myself!
- Did I practice good listening skills?
- Did I thank the interviewer?

If I'm not selected, how could I improve my candidacy for future openings?