

INTERVIEW EVALUATION WORKSHEET

In this competitive job market, the job seeker who gets hired is often the person who interviewed the best. That is why each interview experience (whether a job interview or informational interview) must help fine tune your ability to interview better than your competition.

For this reason, it is important to complete an Interview Evaluation Worksheet immediately following each interview. This will help you identify your strengths and weaknesses. You will evaluate yourself and evaluate the hiring authority who conducted the interview. With each interview you will improve your weaknesses, preparation and ability to answer and ask questions.

Your Evaluation form will also help you recall specific details that can greatly assist you in your follow up contacts.

If you have already completed a job interview, [click here](#) to access the Interview Evaluation Worksheet.

Interview Date

Company Name

Position Title

Title

Contact Person

Phone Number

Notes about contact

Summary of Conversation about contact

Timeframe to hire

My ability to do this job (on a Scale of 1 - 10; 10 being the highest)

My level of interest (on a Scale of 1 - 10; 10 being the highest)

Positives

Enter

Red Flags | Areas of Concern

Enter