



INSTRUCTIONS

Think about the information you learned during the interview.

Use the following form to make notes about the job or company.

<i>Interview Analysis Form</i>		
Interviewer's Name	Title	
Company		
Address	Prov.:	Postal Code:
Names of Other Contacts:	Telephone:	
Date of Interview:	Time:	Location:
Positive points about the interview:		
Questions that were asked of you for which you were not prepared:		
Areas that need to be stronger in your preparation:		
Positive impressions of the interviewer (verbal or non-verbal)		
Questions that were answered strongly:		



Job responsibilities/working conditions:		
Training programs and advancement opportunities:		
Salary and benefits:		
Outcome/results of the interview:		
Required follow-up:		
<i>Impressions of the organization</i>	YES	NO
Is the position consistent with my personal, educational and career goals?		
Is the company atmosphere one in which I would feel comfortable?		
Considering my interests, skills, personality and work values, is the job a good "fit" for me?		
Are the salary, benefits and working conditions satisfactory?		
In what ways would working in this job affect my family and lifestyle?		
What does my intuition tell me about the suitability of this position?		