

## Post Interview Self-Assessment

Company Name: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Position: \_\_\_\_\_

Interview Date: \_\_\_\_\_

- ✓ Did I arrive on time?
- ✓ Was I prepared to complete the application?
- ✓ Was friendly to everyone, including receptionist?
- ✓ Did I make good eye contact?
- ✓ Did I speak clearly and with purpose?
- ✓ Did I resist interrupting the interviewer?
- ✓ Did I support my responses with specific examples of achievement?
- ✓ Did I shake interviewer's hand firmly at the beginning and end of the interview?
- ✓ Did I ask specific, intelligent questions that were not already answered?
- ✓ Did I convey the benefits that I could deliver to the company?
- ✓ Did I present a professional image?
- ✓ Did I obtain the interviewer's business card so I can send a thank you email message?
- ✓ Did I gain understanding of the next steps following the interview?
- ✓ Did I ask a smart question to show the depth of my research on the company/job and to indicate interest?

**To further evaluate your performance, ask yourself these questions.**

- What did I learn about the company that I did not know before?
- What clues did I get from the interviewer about his/her interest?
- What would I do differently next time?
- How can I improve my performance?