

Comprehensive Interview Debriefing Sheet

My father was a fighter pilot in World War I and after each mission he flew with his squad would debrief. Going over what they did well and what they could improve. Then they made the changes. He said it kept him from feeling haunted by his mistakes.

After any interview you will likely to play the tape of what happened over and over inside your head. Perhaps berating yourself for something you did. A less stressful more productive alternative is to briefly and clearly analyze your interview with the following debriefing sheet. A formal debrief of your interview will give you the information you need to refine and improve your performance.

Consider the following areas for a comprehensive debrief:

Interview preparation:

Did you feel well prepared when you walked into the interview?

Did you feel you knew enough about the company and job? For example, did know the company, the industry, the job and who would be doing the interviewing? Did you read the latest news about the company and were you aware of their latest successes and largest challenges?

What will you research next time to prepare?

Did you ask the interviewer the questions you were prepared to ask them? If not what would make you more comfortable to do so next time?

How well did you manage the interaction and communication during the job interview?

Did you feel on time or rushed? Did you feel properly dressed? What would you change about what you wore or brought with you and how you greeted anyone?

How would you rate yourself on a scale of 1 lowest 5 being the highest?

Your Greeting 1 2 3 4 5

Your body language, 1 2 3 4 5

Your energy level 1 2 3 4 5

Your Credibility 1 2 3 4 5

Your Likeability 1 2 3 4 5

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Your Attractiveness 1 2 3 4 5

You Power and Confidence 1 2 3 4 5

What would you change about your listening and conversational skills?

How would you rate your ability to feel connected and conversational?

Did you express interest in the job and thank the interviewer for their time?

How well did you handle the interviewer's questions?

Did you feel prepared for the questions?

If any questions surprised you write them here and plan your answers.

Did you answer any questions using a story of your success?

Was there a story you didn't tell that you wish you had?

Rate yourself on a scale of 1 to 5, 1 being not at all 5 being completely confident and relaxed.

How good was the interviewer?

Is there anything you wish that had done differently?

Is there anything you could have done to make their job easier?

Did he or she put you at ease and establish a good rapport?

What are Your Areas for Improvement?

What three things did you do particularly well and you want to continue? (Good for you.)

What three things did you do that needs improvement? (Don't be hyper critical. Step away and be kind to yourself.)

Debriefing an interview is a bit challenging because you have to evaluate your own performance. However, by reflecting on your performance in the above areas, particularly in writing, you will be focused and ready for your next round of interviews at the same company or next interview at another company. Once you have debriefed and prepared you, can let the tape stop rolling and feel positive and well prepared for your next interview.

Write your success story and follow-through strong.

After the interview write a good thank you follow up letter to each person with whom you interviewed. Don't just thank them, reiterate what you offer and why you are an excellent candidate for the position and cite examples you gave from the interview also add anything you feel you didn't say. Don't go overboard be brief one or two paragraphs at the most.