

# Reflecting on Your Interview

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Now that your interview is over, it is wise to think about what went well and what areas you could improve. If nothing else, your interview should be a learning experience for you – a chance to practice and improve your interviewing skills. Take a few minutes to reflect on the interview using this form.

»» **What did you do to prepare for the interview?**

Did you...	Yes	No
Research the job duties and qualification requirements thoroughly?		
Research the company adequately?		
Practice answering the most common interview questions?		
Prepare your own list of questions to ask?		
Choose appropriate interview attire?		
Have everything you needed with you at the interview?		

»» **For each area above that you marked *No*, what specific things could you have done to better prepare in that area?**

»» **Did you follow the rules of etiquette?**

Did you...	Yes	No
Arrive on time?		
Introduce yourself to everyone?		
Shake hands firmly with your interviewer?		
Make eye contact while talking with everyone?		
Turn off your phone or other mobile devices?		
Have a good attitude?		
Thank the interviewer for taking the time to meet with you at the start AND end of the interview?		
Use good table manners while eating and drinking? (if applicable)		

»» **How well did you present yourself?**

How well did you do...	Very Well	Okay	Not Well
Think about and use positive body language?			
Moderate your tone of voice?			
Follow the <i>Seven Simple Rules</i> for answering questions?			

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➤➤ **Were there questions that you felt you could NOT answer? If so, what were they?**

➤➤ **Which questions did you answer well?**

➤➤ **Which questions could you have answered better?**