



Use this form to keep track of each job interview you attend. Tracking job interview information can be extremely useful if you find you are invited to a lot of interviews, but you can't land a job. If you've tracked all of the information about your interviews, you'll be able to review it, look for patterns, and change any aspect of your interview technique that is giving you problems.

## Some Clarification on Sections of the Form

Under Interview Preparation:

- Interview Attire and Grooming – Note what you will wear to the interview and anything you need to do to prepare (iron a shirt, get a hair cut, etc.).
- Travel to the Interview – Note how you will get there, what time you need to leave, where you will park, whether you have driven out to the location if you don't know the area.
- Source of Company Research Information – Note where you can find company information (company website, LinkedIn, Facebook, etc.).
- Completed Mock Interview – Note whether you completed a mock interview and anything you observed from the process.

Under After the Interview

- Name of Thank You Note File – Note the name you used to save your thank you note on your computer so you can easily find it in the future to use as a basis for future thank you notes.
- Follow Up After the Interview – Note any instructions the interviewer provided regarding how you may follow up to learn the results of the interview.

## Where to Get More Job Search Tracking Sheets

You can download a sheet for tracking detailed information about each job you apply to here:

<http://www.careerchoiceguide.com/job-search-log.html>

You can download a sheet for tracking general information about each job you apply to on one page here: <http://www.careerchoiceguide.com/job-search-log.html>

## Where to Get More Job Search Help

If you:

- Are stuck in your job search but not sure what part of your job search is the problem, my ebook *Job Search Mistakes Exposed* can help. You can get it here: <https://www.amazon.com/dp/B00EUSMNSK>
- Need resume writing help, my book *The Resume Writing Guide* will take you step-by-step through the resume writing process. You can get it on Amazon here: <https://www.amazon.com/dp/1502429322>
- Need help with any of the job interview strategies mentioned in the form below, you'll find information on this page of my website: <http://www.careerchoiceguide.com/preparing-for-a-job-interview.html>



**Basic Information About the Interview**

**Complete this section as soon as you are invited to an interview.**

Name of Company and Job Title \_\_\_\_\_

Interview Date & Time: \_\_\_\_\_

Location of Interview: \_\_\_\_\_

Name and Job Title of Interviewer(s): \_\_\_\_\_

\_\_\_\_\_

Company Contact Information: \_\_\_\_\_

**Interview Preparation**

**Complete this section as soon as possible after you are invited to an interview.**

Interview Attire and Grooming: \_\_\_\_\_

\_\_\_\_\_

Travel to the Interview: \_\_\_\_\_

\_\_\_\_\_

Source of Company Research Information: \_\_\_\_\_

\_\_\_\_\_

Completed Mock Interview: \_\_\_\_\_

\_\_\_\_\_

List three separate times when I made an outstanding contribution to the company:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# JOB INTERVIEW TRACKING SHEET

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Develop good answers to any questions that may be difficult

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Questions to ask at the end of the interview:

1. 

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2. 

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3. 

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4. 

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Notes: 

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**During the Interview**

**Complete this section immediately after the interview.**

Interview Questions Asked and Answers Provided: \_\_\_\_\_

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Any Particularly Difficult Questions: \_\_\_\_\_

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Overall Impressions of the Interview: \_\_\_\_\_

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**After the Interview**

**Complete this section as soon as possible after the interview.**

Thank You Note Sent Y/N: \_\_\_\_\_ Name of Thank You Note File: \_\_\_\_\_

Date Sent: \_\_\_\_\_ How Note Was Delivered: \_\_\_\_\_

Follow Up After the Interview: \_\_\_\_\_

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Second Interview Details:

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Results of the Interview: \_\_\_\_\_

Reason Provided if You Did Not Get the Job: \_\_\_\_\_

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