

# Interview Scorecard



10 Easy Steps  
to get the  
Job You Want!

www.readysethired.com · info@readysethired.com

ReadySet HIRED! Worksheets are intended guide you through the different elements of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements.

## Reviewing Your Interview Performance

Use the worksheet below to help you review your performance after each interview (or practice interview). Complete the review as close to the end of the interview as possible, when the details are still fresh in your mind and you haven't had time to rationalize or justify things in your mind.

Use the table below to capture some general information about the interview, so you can refer to this worksheet at a later date for review. The subsequent questions will prompt you to critically review your performance in various elements of the interview. Be as objective as possible when answering the questions, and indicate what you can do in terms of improvement.

Interview Date:	
Company Name:	
Position:	
Interviews:	

### 1. "How did it go?"

This is the first question people often ask after an interview. So, how DID it go? Did it go exceedingly well? Just okay? Was it a disaster? Why? What makes me draw that conclusion?


### 2. How long was the interview? What does that mean?

The amount of time spent in an interview can be a false indicator of how it went! Performance should not be based on a factor of time. It may have gone so smoothly that it didn't take as long as anticipated, so don't be discouraged by a short interview. Also, don't be encouraged by a long interview. There are so many factors influencing the timing of an interview that you can't rely on it as a measure of your performance.


### 3. How many people did I meet with? Who were they? How was the rapport with each of them?

How did I interact with each of the interviewers? Was the conversation dynamic and fluid, or stilted and difficult? Did I answer their questions well? Did I get a good vibe from each of them?


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## 4. Did I pick up on any of their verbal clues? Were they positive or negative?

How did I interact with each of the interviewers? Was the conversation dynamic and fluid, or stilted and difficult? Did I answer their questions well? Did I get a good vibe from each of them?


## 5. How was my deportment? Did I look and act the part?

Was I friendly and professional? Was I well groomed and dressed appropriately? Was the conversation appropriate or too familiar?


## 6. What did my body language say?

How was my eye contact? Handshake? Body position and gesturing? Was I fidgeting? Was I stiff and tense, or relaxed and comfortable?


## 7. The Interview

### a) Introduction

Was I comfortable? How was my personal pitch?


### b) Answering general questions

How well did I answer them? Did I present my strengths and weaknesses well? Were there any questions that stumped me? How will I prepare for them in the future?


### c) Answering behavioral questions

How well did I answer them? Did I use the SAR (situation – action – result) method appropriately? What were the follow up probes like? Were the interviewers seeking clarity, confirmation, or were they challenging me? Was I composed or defensive when answering? Did any of the questions or probes stump me? How would I prepare for them in future?


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## d) Asking questions

What questions did I ask? What was the reaction of the interviewers? Were my questions thought provoking? Did I learn something? Would I use them again?


## e) Closing

How did I close the interview? Did I close well and leave a good impression?


## 8. Other


## 9. Overall Impression

How did I do overall?

**Excellent:** I did a great job and exceeded the objectives I set out for myself.

**Good:** I performed well and met my objectives, but could always improve.

**Poor:** I did not at all meet my objectives and I need work in this area.


**For more details to help you prepare for your interview, be sure to review:**

- Step 6. Interviewing on the ReadySet HIRED! website
- Interviewing Checklist

**For more details to help you follow up, be sure to review:**

- Step 7. Following Up on the ReadySet HIRED! website
- Following Up Checklist