

# Interview Checklist

Interviewee \_\_\_\_\_

Job \_\_\_\_\_

Date of interview \_\_\_\_\_

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Résumé \_\_\_\_\_

Relaxed and confident? \_\_\_\_\_

Spoke clearly? \_\_\_\_\_

Enthusiastic? \_\_\_\_\_

Prepared to answer questions? \_\_\_\_\_

Questions for interviewer? \_\_\_\_\_

Follow up letter? \_\_\_\_\_

Notes:

Grade \_\_\_\_\_