



# JOB INTERVIEW RETROSPECTIVE

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## **PURPOSE OF A RETROSPECTIVE**

The purpose of a retrospective is to learn from our experiences. A job interview is a great experience to learn from and it's likely you came away from the interview understanding the position better and with some increased self-awareness.

Taking a few moments to document what you learn as you proceed through your job search process will help you fully leverage this experience as part of your job search and career journey.

Job searches can be challenging. They tend to be full of surprises. What is stated in the job spec often does not represent the full scope of the position (or fully represent the hiring manager's understanding of the position). Aspects of the job such as corporate culture, benefits, and other expectations rarely make it through the job spec and prior communications.

**Follow-up** – Don't forget to follow up with the interviewers. Sending a thank you email or even a hand-written note, identifying something specific from your conversation, can help you stay top-of-mind.

## **SYNOPSIS**

Who did you meet with? What did you perceive to be each person's main concerns related to hiring someone into this new position?



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Did the explanations of the role and organization given to you in the interview match up to the outline in the job spec? If not, what was different?

What questions did you handle particularly well?

What questions did you lack confidence in?



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What questions did you ask each person? Did you receive clear answers? What did you learn?

## **YOUR THOUGHTS**

Given what you've learned about this position, is this still a position you are interested in? If so, why? If not, why not?

## **IF YOU ARE CALLED BACK**

If you are called back for a subsequent interview or for a job offer, what questions do you have that you want answered? What concerns might need to be addressed?



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What might you do to prepare for a subsequent interview? For example, where there any knowledge areas or weak points that you feel you could better address?

## **IMPROVING YOUR JOB SEARCH PROCESS**

What did you learn about your job search process from this experience?

What action steps might you take to improve your job search process?

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