|  |
| --- |
|  |



|  |
| --- |
| Interview Debrief Template |
| Complete after each meeting or interview |

|  |  |
| --- | --- |
| Date | Click here to enter text. |
| Company Name | Click here to enter text. |
| Role | Click here to enter text. |
| Interview Format(i.e., Phone, In-person, Panel) | Click here to enter text. |
| Met with:Name(s)/Title | Click here to enter text. |

|  |
| --- |
| What did you learn about the role/position/company? |
| Click here to enter text. |
| Did your interview experience confirm or modify your interest in the role? |
| Click here to enter text. |
| What are the key challenges and initial priorities for the person who steps into this role? |
| Click here to enter text. |
| Does this position meet the primary objectives of your job search? (eg. Work/life balance, learning a new skill, focus on specific industry, etc.) |
| Click here to enter text. |
| Overall, how did you feel the interview went? What you do well? Not so well? |
| Click here to enter text. |
| Was there anything you planned to say that you didn’t get a chance to? |
| Click here to enter text. |
| Were there any questions that surprised you or caught you off guard? If so, how did you answer it? |
| Click here to enter text. |
| What are the next steps in the process? What is their timeline to fill the position? |
| Click here to enter text. |



About Deloitte

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee (“DTTL”), its network of member firms, and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as “Deloitte Global”) does not provide services to clients. Please see www.deloitte.com/about for a detailed description of DTTL and its member firms. Please see www.deloitte.com/us/about for a detailed description of the legal structure of Deloitte LLP and its subsidiaries. Certain services may not be available to attest clients under the rules and regulations of public accounting.

Copyright © 2016 Deloitte Development LLC. All rights reserved.

This document contains general information only, being provided solely for informational purposes, and should not be relied upon for any other purposes.  This presentation does not constitute accounting, business, financial, investment, legal, tax or other professional advice or services and is not a substitute for such advice or services. Deloitte shall not be responsible for any loss sustained by any person who relies on this presentation.