**Initial Interview Debrief Template**

Who did you meet with? How long were you there or on the phone?  
  
What questions did they ask? Who asked them?  
  
Where you unable to answer any questions?  
  
Did they give you any sort of test or white boarding exercise?  
  
Did you get a clear understanding of the position?  
  
What specifically do you like about the position and the company?  
Anything else?  
  
Do you have any concerns?  
If so, can these be overcome?  
  
How does this position align to your career goals?  
If no, what is missing?

**(Phone Interview or First Interview)**  
Knowing all this I’m confirming that if you are extended an invitation for a follow up interview, we are confirmed at a pay rate of $xx per hour, correct?

**(Direct Hire)**  
Was salary discussed?

If so, what specifically was said/written?

Would you accept that offer?

At what salary should we not pursue this opportunity?

How did they leave it with you?

What else do you have going on with your job search?

Any other interviews or offers?

Where are you at in the interview process?

Can you rank the opportunities in order of interest?  
  
On a scale of 1-10 how do you feel about this position? If less than 10, what would make it a 10?

***Remind the candidate to write a thank you note to the interviewing manager.***