



# INTERVIEW DEBRIEFING

One step further

**Rita Kamel**  
[dossierpro.co](http://dossierpro.co)

# THE POWER OF DEBRIEFING

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Debriefing is usually defined as the structured process following an exercise or event that reviews the actions.

It's a method that helps collect information that aims to support reflection around areas for improvement and potential next steps.

Debriefing following an employment interview is often overlooked and this can be a costly mistake as your aim is to improve your performance and shorten the time spent on job search.

It will also help you learn what is working for you and is not.

Doing this exercise works best when you can still freshly remember the exchange between you and the interviewer(s); this means do it as soon as possible because the longer you wait, you risk missing out on critical points.

The questions will also guide you to know what kind of information you should collect. I highly recommend using the interview debrief form every time you have an interview, whether it is with the same company or a different one.

Remember, while you are filling out this form, the interviewers are filling one too or writing their own feedback to determine whether to advance with your application or not.

By the end of this activity, you will know exactly what you need to do to improve and impress during the next the interview.

Take your interviews... one step further!

## **BONUS**

Remember to send a thank you e-mail to each interviewer 24 hours after the interview.

# INTERVIEW DEBRIEFING (1/2)

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<b>Company Name</b>	<b>Date and duration of the interview</b>
<b>Position you are interviewing for</b>	<b>Names and positions of interviewers</b>
<b>What did you discover about the company and the job that you didn't know?</b>  <b>About the company:</b>  <b>About the job:</b>	
<b>What questions did you answer well and what others did you find challenging?</b>  <b>Answered well:</b>  <b>Found challenging:</b>	
<b>What did you like most and what did you like least about the job?</b>  <b>Liked most:</b>  <b>Liked least:</b>	

# INTERVIEW DEBRIEFING (2/2)

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**About your body language and voice:**

**How was your body language?**

**How was the tone and quality of your voice?**

**Did you discuss the salary?**

**Yes**

**No**

**If you get a job offer, would you take it?**

**Yes**

**No**

**How did you conclude the interview?**

**When will they get back to you?**

**On a scale of 1 (poor) to 5 (excellent) how well did you do? Explain your rating.**

**What will you work on for the next interview?**

# ABOUT

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## **Rita Kamel** (She/Her)

Career Consultant, DossierPro

I empower professionals with actionable tools to make their international career move.

Interested in the world of employment, career consulting, coaching, I love to ask questions. With over 10 years spent recruiting, I now sit on the candidate's side. I am also fluent in French, English, and Arabic.

I am driven by the desire to help, share practical information, and see others succeed. I know how hard it is to recruit and how hard it is to find a job.

That's why I designed custom programs to help you with career decisions and achieve your goals.

### **Certifications - Career Professionals of Canada:**

- Career Development Practitioner (CDP)
- Certified Career Strategist (CCS)
- Certified Employment Strategist (CES)
- Certified Résumé Strategist (CRS)
- Certified Interview Strategist (CIS)
- Certified Work-Life Strategist (CWS)

### **Services for Professionals:**

- Career Consulting
- Résumé Development
- Cover Letter Writing
- LinkedIn Profile Makeover
- Job Search Strategies
- Employment Interview Preparation

**Contact me on [rita@dossierpro.co](mailto:rita@dossierpro.co)**



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