

Interview Guidebook: Turning Conversations Into Captivating Stories

Feedback Form Template



- Use this form to collect constructive feedback from your interviewees, helping you refine and improve your interview process.
- Encourage honest responses to gain valuable insights into how your interview style and approach are perceived.

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SECTION 1: Interview Experience

Gather feedback on the overall interview experience.

Clarity of Questions

- How clear and understandable were the questions asked during the interview?
- Did you feel the questions were relevant to your expertise and the topic?

Flow and Structure

- Was the interview well-structured, with a logical flow from one topic to the next?
- Were there any sections that felt rushed or overly lengthy?

Interviewer's Approach

- Did the interviewer make you feel comfortable and at ease?
- Was the interviewer well-prepared and knowledgeable about the topic?

SECTION 2: Content and Engagement

Assess how engaging and meaningful the interview felt.

Engagement Level

- How engaging was the conversation?
- Were there moments where you felt particularly involved or disconnected?

Depth of Questions

- Did the questions allow you to share your expertise fully?
- Were there any topics you wish had been explored in more detail?

Overall Value

- Did you feel the interview added value to your professional narrative / public image?
- Was there anything that stood out as particularly impactful or memorable?

SECTION 3: Areas for Improvement

Identify areas where the interview process could be enhanced.

Suggestions for Improvement*

- Are there any specific changes you would suggest for future interviews?
- How could the interview experience be improved to better suit your expectations?

Technical Aspects

- Were there any technical issues (audio, video, connection) that affected your experience?
- How would you rate the overall setup of the interview (virtual or in-person)?

Follow-Up

- Were you satisfied with the post-interview follow-up process?
- Did you receive clear next steps or feedback from the interviewer?

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SECTION 4: Notes

NOTES