

Interview Guidebook: Turning Conversations Into Captivating Stories

Personal Reflection Journal for Interviewers



INTERVIEW DETAILS

Interviewer

Interviewee

Date & Time of Interview

Interview Topic

Personal Reflection Journal for Interviewers

Use this journal after each interview to reflect on your performance and grow as an interviewer. Adapt the prompts to fit your unique interviewing style and objectives.



Section 1: Pre-Interview Reflection

Guided prompts to help you consider your goals and mindset before conducting an interview.

Setting Intentions

- ☐ What is your primary goal for this interview?

- ☐ How do you plan to create a comfortable environment for the interviewee?

Preparation Check

- ☐ Are you confident in the questions you've prepared?

- ☐ Have you reviewed all necessary background information on the interviewee?

Mindset and Approach

- ☐ What tone do you want to set for the interview? (e.g., professional, casual, exploratory)

- ☐ How will you handle unexpected answers or challenging moments?

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Section 2: Post-Interview Reflection

Evaluate your performance and identify areas for improvement.

Overall Experience

- ☐ How did you feel the interview went overall?

- ☐ Did you achieve your main objectives? Why or why not?

Strengths

- ☐ What aspects of the interview went particularly well?

- ☐ Were there moments when you felt fully engaged and in control?

Areas for Improvement

- ☐ What would you do differently next time?

- ☐ Were there any questions that didn't land as expected or needed rephrasing?

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Section 3: Key Takeaways and Learning

Capture valuable insights and lessons learned to apply in future interviews.)

Memorable Moments

- ☐ Highlight key moments or quotes that stood out during the interview.

- ☐ Note any surprises or unexpected insights gained from the conversation.

Feedback Received

- ☐ Did you receive any feedback from the interviewee or audience?

- ☐ How will you incorporate this feedback into future interviews?

Action Steps

- ☐ Identify specific actions you will take based on this reflection.

- ☐ Set a goal for your next interview that builds on this experience.
