

Post-interview Cheat Sheet

Like journaling but better.



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The Post-Interview Cheat Sheet is your go-to resource to analyse your interview performance, identify areas for enhancement, and track your progress across multiple interviews. Dive into a thoughtfully crafted journal template that prompts you to reflect on various aspects of your interview experience, from your initial impressions to the key takeaways. Acknowledge and celebrate your strengths. Identify the qualities that shone through during the interview, reinforcing your confidence and self-awareness. Make it a ritual to complete the reflection journal after each interview. This habit will foster continuous improvement and heightened self-awareness.

Embrace the Post-Interview Cheat Sheet as your personal companion on the journey to professional success. May each reflection bring you one step closer to your career goals!



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Interview Details

- Date:
- Company:
- Position:
- Interviewer(s):

Pre-Interview Preparation

- **Research and Preparation:**
 - What specific research did you conduct about the company, its culture, and the role?
 - How well did you understand the job description and requirements?
- **Mock Interviews/Practice:**
 - Describe any mock interviews or practice sessions you undertook.
 - What did you learn from these practice sessions?

During the Interview

- **First Impressions:**
 - How did you feel during the initial moments of the interview?
 - Did you establish a good rapport with the interviewer?
- **Responses to Questions:**
 - Reflect on the clarity and effectiveness of your responses.
 - Were there any questions that caught you off guard?
- **Body Language:**
 - Evaluate your body language during the interview.
 - Were you able to maintain good eye contact and posture?
- **Questions for the Interviewer:**
 - How well did you prepare questions for the interviewer?
 - Did you ask about the company culture, team dynamics, or any specific concerns you had?



Post Interview Reflection

- **Overall Performance:**

- Rate your overall performance on a scale of 1 to 10
- Identify specific strengths and areas for improvement

- **Highlights:**

- What were the key highlights of the interview for you?
- Did you effectively communicate your skills and experiences?

- **Challenges:**

- What challenges did you face during the interview?
- How did you handle unexpected questions or situations?

- **Learnings:**

- What did you learn about yourself during the interview process?
- Were there any new insights into your skills or preferences?

- **Post-Interview Actions:**

- List any follow-up actions you plan to take (sending a thank-you email, additional research, etc.)
- How will you address any identified areas for improvement in future interviews?

Moving Forward

- **Future Preparation:**

- What strategies will you use to better prepare for future interviews?
- How can you enhance your responses and confidence?

- **Self-Encouragement:**

- Write down positive affirmations or encouraging words for yourself
- How will you maintain a positive mindset moving forward?

- **Feedback (if available):**

- If you received feedback from the interviewer, document it here
- How can you use this feedback to improve?



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Additional Notes

- **Personal Reflections:**
 - Any additional thoughts or feelings you want to document
- **Gratitude:**
 - What are you grateful for, regardless of the outcome?

This post-interview reflection journal is a living document. Regularly revisit and update it, incorporating insights from each interview experience to continually enhance your performance and job-seeking skills.

- **Mindfulness and Stress Management Resources** - offer resources, such as guided meditation sessions or stress-relief techniques, to help participants manage pre-interview nerves and stress.

Mindfulness Techniques

- **Mindful Breathing:**
 - Find a quiet space
 - Inhale deeply through your nose, counting to four
 - Exhale slowly through your mouth, counting to six
 - Focus on your breath, letting go of other thoughts
- **Body Scan Meditation:**
 - Sit or lie down comfortably
 - Bring attention to different parts of your body, starting from your toes up to your head
 - Notice any tension or sensations without judgment
- **Body Scan Meditation:**
 - Use guided meditation apps, such as Insight Timer, Breethe or Simple Habit
 - Follow the voice's instructions to bring awareness to your breath, thoughts, or specific sensations



- **Mindful Walking:**

- Take a walk, paying attention to each step
- Notice the sensation of your feet making contact with the ground
- Focus on the sights, sounds, and smells around you

- **Mindful Eating:**

- Eat slowly and savor each bite
- Pay attention to the flavors, textures, and smells of your food
- Put down your utensils between bites to fully engage with your meal

Stress Management Techniques

- **Deep Breathing Exercises:**

- Inhale deeply for a count of four, hold for four, exhale for six
- Repeat several times to calm the nervous system

- **Progressive Muscle Relaxation (PMR):**

- Tense and then gradually release each muscle group in your body, starting from your toes up to your head

- **Visualization:**

- Close your eyes and imagine a peaceful place
- Picture the details, colors, and sensations to create a mental escape

- **Journaling:**

- Write down your thoughts and feelings
- Reflect on positive aspects of your day or aspects of a situation you can control

- **Time Management:**

- Break tasks into smaller, manageable steps
- Prioritize and focus on one task at a time





- **Exercise:**

- Engage in physical activity, whether it's walking, jogging, yoga, or any form of exercise that you enjoy

- **Set Boundaries:**

- Learn to say no when necessary
- Establish clear boundaries between work and personal life

- **Connect with Others:**

- Share your thoughts and feelings with friends or family
- Social support can be a powerful stress reducer

- **Hobbies and Relaxation Activities:**

- Dedicate time to activities you enjoy, whether it's reading, gardening, or listening to music

- **Practice Gratitude:**

- Regularly reflect on things you are grateful for
- Focus on positive aspects of your life, even during challenging times



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