



## Interview Debrief Template

Who am I debriefing?

The date of their interview:

The position for which they were interviewed:

Some great opening sentences:

- Thank you so much for coming to the interview and sharing your stories.
- Thanks for asking me for a debrief – not everyone does, and I'm always impressed when someone asks for feedback.
- I'll get right to the point and share a couple of things that were missing for me.

Things that I noted on which I should provide feedback:

- 1.
- 2.
- 3.

Consider the following phrases to help you plan what you'll say:

- In the project management section, I got the sense that you were on a number of teams, and what I was looking for was an example of what you did yourself.
- I didn't hear you say that you had done this thing that I needed.
- We are looking for someone to take on situations that demand confidence in tricky situations, and you didn't seem to be able to pull yourself up out of your nerves at the stop. I think you could benefit from some practice or a bit more experience.
- You have a lot of terrific skills, and what you could work on is your ability to articulate your skills and experience in a passionate way.
- I appreciate you may feel you did describe this, I'm sharing with you that it didn't come across to me.
- What I was looking for was this: \_\_\_\_\_ What I heard was this: \_\_\_\_\_.