

# The Mackay 22

Complete this form as soon as possible after your job interview. Use it as a reference tool as you move along toward getting the job you've always wanted.

Don't forget to prepare for the interview first with the Mackay Sweet 16!

1. Date of interview \_\_\_\_\_

Name of firm

\_\_\_\_\_

Address and Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interviewer

\_\_\_\_\_

Title

\_\_\_\_\_

2. Describe position being filled

\_\_\_\_\_

3. Last person in job left because

\_\_\_\_\_

4. Position reports to

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Title

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5. Job's key duties

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6. If last person in job succeeded, why?

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If last person in job failed, why?

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7. Are there chances to get ahead? Describe.

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Can you move laterally within the company to other departments requiring other skills? Describe.

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Does the company encourage educational and training programs? Describe.

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8. Would relocation be necessary now? In the future? Probable?

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9. Describe the "ideal" candidate.

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10. What important information did you learn about pay, benefits, etc.? (Keep a light foot on the gas pedal here. You and your interviewer both know you're interested in this subject, and he or she will get to it if you're patient.)

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11. When can you expect a decision? Was the interview specific? Vague?

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12. What were the five most important questions asked you?

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

13. What were the three most difficult or embarrassing questions?

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

14. What three things did the interviewer seem to like most about you or your background?

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

15. What reservations or concerns did the interviewer reveal?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you say or do during the interview that you wished you hadn't?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. What important new information did you learn about this company that you might be able to use later?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. In what ways would this job/company be a good fit?

\_\_\_\_\_  
\_\_\_\_\_

18. Did you mention any references? Which ones? Have you alerted these people they may be called on to be a reference for you and do you feel they will give a positive response?

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19. How did the interviewer describe your potential boss?

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20. Is this the kind of person you would trust? Feel comfortable working with?

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21. Did the interviewer mention any special conditions under which you might be offered the job?

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Did you mention any conditions for you to accept it?

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22. Fresh from the interview, what would be the biggest attraction to you in taking this job? The biggest drawback?

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