

WHAT IS IT?



An interview journal allows you to document important details and insights following an interview, such as:

- Salary
- Hours of work
- Location
- Things you really liked about the role
- Positive aspects of the company
- The areas you were not so sure about
- Questions you wish you had remembered to ask, or have since come to mind.

Should you find yourself in the fortunate position of having more than one interview lined up, an interview journal is a great way of keeping a record of each interview and will enable you to refer back and compare opportunities.

BENEFITS OF AN INTERVIEW JOURNAL

Top Tip,

Keep your interview journal organised for easy reference. If using a digital tool, create a folder or tag system to categorise and retrieve entries efficiently. If using a physical journal, consider using tabs or an index to navigate through different interviews.

HOW TO KEEP AN INTERVIEW JOURNAL

Choose a format: Decide on the format that works best for you. You can keep a physical journal or use digital tools such as a word processor, note-taking app, or dedicated journaling software. Consider what feels most comfortable and convenient for you.

Create a template or structure: Establish a consistent template or structure for your journal entries. This can include sections or prompts that you want to address in each entry, such as the interviewer's name, date, key discussion points, insights, and reflections.

During the interview: Focus on active listening and engaging with the interviewer. Make detailed notes in your journal afterwards.

Review and analyse: Periodically review your interview journal entries. Look for patterns, connections, and emerging themes across different interviews. Reflect on your own performance and consider ways to improve your interviewing skills.

Reflection & Analysis: Journaling allows you to examine the patterns, themes, and connections that emerge across different interviews. This deeper understanding can help you identify commonalities or unique perspectives among interviewers, leading to valuable insights.

Improving your interviewing skills: When you review your journal entries, you can reflect on your own performance, identify areas for improvement, and devise strategies to enhance your questioning techniques or communication skills. By documenting what worked well and what didn't, you can refine your approach for future interviews.

Long-term reference: Over time, an interview journal can become a valuable resource. It serves as a repository of knowledge, allowing you to revisit past interviews for research, project planning, or future reference. It helps you retain important information, insights, and ideas that might otherwise fade from memory.

Overall,

The format and structure of your interview journal can be adapted to your specific needs and preferences. The goal is to create a consistent and reliable system that helps you capture and analyse key information from your interviews.