

Interview Tracker



Company: _____

Role/Team: _____

Interviewers: _____

Date: _____

Team & Company Size

1. Team Size (circle one):

- ☐ < 5
- ☐ 5–15
- ☐ 20+

2. Company / Division Size:

- ☐ < 100
- ☐ 100–250
- ☐ 250+

Work Structure & Flexibility

1. Schedule Type:

- ☐ Fixed
- ☐ Flexible

2. Work Hours Range: From _____ to _____

3. Remote / Hybrid / On-Site:

Your Notes:

Management & Accountability:

1. Management Style (notes):

2. How is performance measured?

3. How often is feedback given?

Role & Growth Clarity:

1. What does success look like in 90 days?

2. What does growth look like in 1 year?

3. Promotion / progression mentioned?

Questions to Ask:

1. _____
2. _____
3. _____
4. _____
5. _____

QUICK REMINDERS

- Bring business cards
- Bring portfolio
- Bring notes
- Ask questions
- Document everything
- Follow up within 24 hours

Overall Fit Assessment

- Role Fit (1–5): ☐ ☐ ☐ ☐ ☐
- Team Fit (1–5): ☐ ☐ ☐ ☐ ☐
- Growth Fit (1–5): ☐ ☐ ☐ ☐ ☐

Would I accept this offer today?

☐ Yes ☐ Maybe ☐ No