

How To Write an Interview Report (With Templates and Examples)

By Indeed Editorial Team

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Interviews are an opportunity to create a personal rapport while having a professional conversation. Depending on your industry, you may conduct interviews for a variety of purposes, including job interviews, performance assessments and published informational or promotional articles. Transferring a conversation into a written report is a valuable skill that takes practice and preparation. In this article, we discuss what interview reports are, explain how to write them and provide templates and examples.

What is an interview report?

An interview report is a written record of a professional, guided conversation. These reports may be intended for the public as published articles interviewing an important or public figure or for private use in admissions and hiring situations. Many companies interview job candidates one-on-one, but there are typically multiple people in a company involved in the hiring process. These people also need to get information and insight into each job candidate interviewed. The easiest way to accomplish this is to have the person conducting interviews write a report summarizing the experience that they can share with others.

Related: [How To Write a Report for Work \(With Examples\)](#)

Why are interview reports important?

Interview reports have the following important benefits:

- Recording detailed information
- Combining facts and subjective impressions for the reader
- Providing a searchable record of events
- Serving as a structure for planning the interview
- Aiding in company decision making

How to write an interview report

Writing interview reports is an important business skill to practice. Follow these steps to create an interview report:

1. Combine interview preparation with writing preparation

How To Make An Interview Report

Jiyuan Zhang



How To Make An Interview Report:

Embracing the Track of Term: An Emotional Symphony within **How To Make An Interview Report**

In a world taken by monitors and the ceaseless chatter of fast transmission, the melodic elegance and mental symphony produced by the written term frequently diminish into the back ground, eclipsed by the constant sound and interruptions that permeate our lives. However, set within the pages of **How To Make An Interview Report** a stunning literary prize overflowing with fresh feelings, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, this charming masterpiece conducts readers on a mental journey, well unraveling the concealed melodies and profound influence resonating within each cautiously crafted phrase. Within the depths with this moving examination, we can investigate the book is central harmonies, analyze their enthralling writing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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