

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

Jin-Ying Zhang



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