

# 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.

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## 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

**RD Boyd**



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## **Table of Contents How To Make An Interview Report**

1. Understanding the eBook How To Make An Interview Report
  - The Rise of Digital Reading How To Make An Interview Report
  - Advantages of eBooks Over Traditional Books
2. Identifying How To Make An Interview Report
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an How To Make An Interview Report
  - User-Friendly Interface
4. Exploring eBook Recommendations from How To Make An Interview Report
  - Personalized Recommendations
  - How To Make An Interview Report User Reviews and Ratings
  - How To Make An Interview Report and Bestseller Lists
5. Accessing How To Make An Interview Report Free and Paid eBooks
  - How To Make An Interview Report Public Domain eBooks
  - How To Make An Interview Report eBook Subscription Services
  - How To Make An Interview Report Budget-Friendly Options
6. Navigating How To Make An Interview Report eBook Formats

- ePub, PDF, MOBI, and More
- How To Make An Interview Report Compatibility with Devices
- How To Make An Interview Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of How To Make An Interview Report
  - Highlighting and Note-Taking How To Make An Interview Report
  - Interactive Elements How To Make An Interview Report
- 8. Staying Engaged with How To Make An Interview Report
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers How To Make An Interview Report
- 9. Balancing eBooks and Physical Books How To Make An Interview Report
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection How To Make An Interview Report
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine How To Make An Interview Report
  - Setting Reading Goals How To Make An Interview Report
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Make An Interview Report
  - Fact-Checking eBook Content of How To Make An Interview Report
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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