

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

Report Writing Interview Questions

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Essentials of Assessment Report Writing Elizabeth O. Lichtenberger, Nancy Mather, Nadeen L. Kaufman, Alan S. Kaufman, 2012-06-12 Instructive guide to preparing informative and accurate assessment reports for a variety of individuals and settings Assessment reports are central to the diagnostic process and are used to inform parents clients and clinicians among others about academic problems personality functioning neuropsychological strengths and weaknesses behavioral problems and the like Essentials of Assessment Report Writing provides handy quick reference information using the popular Essentials format for preparing effective assessment reports This book is designed to help busy mental health professionals quickly acquire the knowledge and skills they need to write effective psychological assessment reports Each concise chapter features numerous callout boxes highlighting key concepts bulleted points and extensive illustrative material as well as test questions that help you gauge and reinforce your grasp of the information covered This practical guide focuses on efficiently and effectively communicating referral and background information appearance and behavioral observations test results and interpretation summary and diagnostic impressions and treatment recommendations The authors provide examples of both good and bad case report writing and highlight ethical issues and topics relevant to presenting feedback Essentials of Assessment Report Writing is the only pocket reference illustrating how to prepare an effective assessment report

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