Tool 2.4: Feedback forms

*These are example feedback forms for the interviewee and interviewer.  
They are not prescriptive. You should amend them depending on your particular needs.*

Interviewee feedback form

Following your interview, please rate the extent to which you agree with the following statements about your experience (scale 1 to 5, strongly disagree to strongly agree).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| I felt comfortable being interviewed | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| I felt comfortable answering the questions with complete honesty | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| I found the interview questions prompted a useful discussion | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| I understood the purpose of this interview | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| I found the questions relevant to my role | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| I found the questions clear and easy to answer | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| Are there any ways the interview experience could have been better for you? |  | | | | |

Interviewer feedback form

Following your interview, please rate the extent to which you agree with the following statements about your experience (scale 1 to 5, strongly disagree – strongly agree)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| I felt comfortable asking the questions | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| I found the interview questions prompted a useful discussion | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| I understood the purpose of this interview | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| I found the questions clear and easy to use | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| [If you received interview training] I found the interview training prepared me well for the interview | Strongly disagree | |  | Strongly agree | |
| 1 | 2 | 3 | 4 | 5 |
| [If you received interview training] Is there anything you would now add or change in the interviewer training? |  | | | | |
| Are there any ways the experience of being an interviewer could have been better? |  | | | | |