**START OF JOB**

1. **Description:** Briefly summarize the job and its duties. Why did you take this job?
2. **Influenced by:** Who or what influenced you to take this job? How did you find this job? A colleague? Online site? Headhunter?
3. **Feel:** What was the environment? How did it make you feel?
4. **Team or Solo:** Were you part of a team or were you on your own? What was your role? Were you the team leader or a participant? How well did the team function? Did you like being on this team?
5. **Independence:** Were you free to control how you did your job, or were the rules created for you?
6. **Manager’s Style:** How did your manager or supervisor lead? What was their style?
7. **Work Pace/Schedule:** Did you have control of your schedule? How varied were your activities during the course of a day? How much physical activity did this job require?
8. **Rewards:** Did you feel valued? If so, what actions by your employer demonstrated to you that your contribution was valued?
9. **Best thing about this job.**
10. **Worst thing about this job.**
11. **What you learned about what you need.**
12. **What you learned about what you do *not* need.**

**END OF JOB**

1. **Reason you left this job.**
2. **Who or what influenced you to leave?**
3. **Did you have another job to go to when you left?**