

Interview Evidence File

Use one career conversation to decide what to check before your next move. Start with one action to review. Keep the information that matters for that action.

The action to review

Action before the conversation: The action I am considering, such as spending an evening on a course

[Write here]

Original assumption: What I currently think, and the evidence to check before changing this

[Write here]

My target and constraint: My target role and level, country or region, and one relevant constraint

[Write here]

Conversation context: Speaker alias and role, workplace alias or type, region, conversation date and agreed length

[Write here]

At most three interview questions

Question 1: One question to check before my next action, written neutrally

[Write here]

Question 2: Optional second question

[Write here]

Question 3: Optional third question

[Write here]

E = reported firsthand experience O = opinion or recommendation F = external document statement

I = my inference Q = next question to check. Check document statements against the source. Split mixed statements.

Keep one useful statement on page 2. Add a copy of its evidence block to compare another source relevant to the action.

One statement and my next check

Statement and type: One statement or next question to check; mark E, O, F, I or Q

[Write here]

Scope: Workplace or company alias, role level, region and period described

[Write here]

Basis and check: Paraphrase or permitted quote, source or public link, date checked and next verification step

[Write here]

What it supports and cannot establish: Keep the inference within the source scope

[Write here]

Contrary or limiting evidence: A different source and its scope, or the next question to check

[Write here]

My next check

Action now: Change, keep or pause my original action, with one reason

[Write here]

Fact and check: One fact to verify and the smallest action or public source to verify it

[Write here]

Owner and date: I will do this by a chosen date, or record why no date is set

[Write here]

Maximum investment: At most ____ minutes and ____ in my currency; zero cost is allowed

[Write here]

If supported: If I find this evidence, I will ____

[Write here]

If evidence differs or needs another check: I will ____ and next check ____

[Write here]

Review after checking: After the check, add the date, new evidence and revised action; keep the earlier version

[Write here]
