

## **AFTER AN INTERVIEW**

- If you are not able to get a business card, write down the name and title (double check spelling) of the interviewer
- Review what the job entails and record what the next step will be
- Note your reactions to the interview; include what went well and what went poorly
- Assess what you learned from the experience and how you can improve your performance during future interviews
- Write the interviewer(s) a thank-you letter or email

## **REFLECTING AND LEARNING FROM YOUR INTERVIEW**

1. After the interview, go home and write down everything you can remember about the interview, especially what went well and what didn't. If you don't get the job, this information could prove to be very helpful.
2. If you are offered a position, write down any other questions you might need answered to help you with the decision.
3. If possible, see if you can get feedback from the interviewer. Contact the interviewer if you didn't get the job and ask if there was something you could do to improve your interviewing skills. If the interviewer says that the organization simply chose a different candidate, then ask the interviewer if they would consider you for any additional openings in the future. Also consider asking the interviewer if they might be aware of similar positions that you can apply for within the organization or elsewhere. You can also ask the interviewer if they would be willing to forward your information to anyone they know who might be looking for a candidate with your skills. In effect, you might convert this disappointment into a networking opportunity.
4. Do not rely on only one interview. Keep looking and networking for more job openings until you get an offer you will accept. Be prepared for disappointments, and don't let them slow you down.

## **THANK-YOU LETTER**

After the interview is complete, send a thank-you letter to the interviewer. A thoughtful thank-you note can move you to the top of the candidate list, and gives you one more chance to remind the employer about the special skills that you can bring to the company.

- Your thank-you note should be handwritten only if you have very good handwriting
- Sign your note with your first and last name
- Keep it short, no longer than three quarters of a page
- Proofread the note to check for spelling or grammar errors
- Ask someone else to proofread the note for you as well
- Provide your telephone number with area code, and an email address if available
- Send the note no later than the day after your interview

### **FIRST PARAGRAPH**

Thank the employer for the interview and the time the employer spent with you to discuss your qualifications for the job. Mention again that you are interested in the position.

### **SECOND PARAGRAPH**

Briefly state a few of your skills without repeating the information on your resume word for word. After the interview, you should know the critical qualities of the position and the person who will fill it. Highlight why you think you are a good candidate for the position. At this point, you can include any important information not mentioned at the interview.

### **THIRD PARAGRAPH**

End with a statement that indicates that you are looking forward to being contacted by the employer regarding the status of your application for the position.

## SAMPLE THANK-YOU LETTER TO THE INTERVIEWER

Dear Mr. Barnes:

Thank you for the opportunity to interview for the Office Manager position. As we discussed the required qualifications, duties and responsibilities, I am certain that I can be an asset to your company. While working for Any Product Management Company, I built a reputation as someone who could be trusted to complete assignments on time and with the highest quality, resulting in being honored with multiple employee recognition awards.

During my last five years of working for Any Product Management Company, I lead my team to deliver an average of 66 more units each year – an increase of 13%, or \$124,000, in annual profits. My ability to accomplish this has been a direct result of some of the things you highlighted as being important to your company: a passion for the work, attention to detail and the skill to motivate both staff and supervisors. Based on my past work experience, I feel confident that I can meet or exceed past successes for your company.

I look forward to a second interview where we can further discuss my qualifications.

Sincerely,

*John A. Smith*  
John Smith

## FOLLOW UP AFTER THE INTERVIEW

During the interview, if you were not told when a hiring decision will be made, call to check on the status of the hiring decision after three to seven days.

1. At that time, if you learn that the decision has not been made, find out whether you are still under consideration for the job. Ask if there are any other questions the interviewer might have about your qualifications and offer to come in for another interview if necessary. Restate that you are very interested in the job.
2. If you learn that you did not get the job, try to find out why. You might also inquire whether the interviewer can think of anyone else who might be able to use someone with your abilities, either in another department or company.
3. If you are offered the job, you have to decide whether you want it. If you are not sure, thank the employer and ask if you can have some time to think about it. The employer may give you a deadline. Be prepared to make your final decision by then. Be sure to ask any other questions you might need answered to help you with the decision.
4. If you know you want the job and have all the information you need, accept the job with thanks and get the details regarding when you will start. Ask whether the employer will send a letter of confirmation, as it is best to have the offer in writing.

## WHO GETS HIRED?

In the final analysis, employers will hire someone who has the abilities and talents to fulfill their professional needs. It is up to you to demonstrate at the interview that you are the person they want.