

# AFTER THE INTERVIEW

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*Even if you feel the interview has gone well, it is important to follow through with your efforts to give you an advantage over someone else who also might have done well.*

1. Immediately after the interview, write down notes about how it went, areas for improvement and what the interviewer said about when a decision would be made.
2. Write a thank you letter to the interviewer reaffirming your interest. Mail it IMMEDIATELY after the interview. Restate your qualifications and express appreciation for his/her time. It should be well-written and could make the difference in your chances of being hired.
3. If you haven't heard from the company-by the time a decision was to be made, phone the interviewer. Reaffirm your interest, ask if you are still being considered and ask again when a decision will be made.

## Review Your Performance

### *Ask Yourself:*

- Did I present my qualifications and accomplishments well?
- Did I overlook qualifications that were important for the job?
- What points did I make that particularly interested the employer?
- Did I talk too much? Too little?
- Was I too tense? Too relaxed?
- Was I too aggressive? Not aggressive enough?
- Did my dress reflect the image of the company?
- Did I ask appropriate questions about the job?
- Did I close the interview effectively?

## What You Can Expect

You can expect an offer of employment with a salary recommendation, a letter or a phone call asking for more information or for another interview, a letter explaining the position has been accepted by someone else, or you may not hear anything at all from the company.

## Accepting or Rejecting an Offer

You will either accept or reject an offer, but this does not have to be done on the spot. You can ask for a few days (not a few weeks) to think it over and decide.

If you do not receive an offer, do not get discouraged. Review the interview notes and find ways you can improve. If you really feel the company deserves another chance, write a "last chance" letter in which you: a) discuss disappointment in, but understanding of, the decision, b) restate your interest, c) review a few of your strong points, and d) ask to be considered for future openings or openings in other departments.

## Handling Rejection

Despite your career search skills, many companies will reject you, so learn to accept the inevitable. But you should be honest with yourself and try to determine the reasons for your rejection. It is acceptable to be rejected because the interviewer found someone else with stronger skills, but it is not acceptable to be rejected because your appearance was unprofessional; because your record was weak in spots without a suitable explanation; because you lacked interest in the company; because you were not communicative enough during the interview; or because your initiative was not demonstrated or your accomplishments not expressed.