

After the Interview

Follow-Up

What you do after the interview is completed is very important. As soon as all of the questions have commenced, be sure to ask for a business card of your interviewer. If there were more than one interviewer, try to collect a business card from all of them. However, if you cannot do this, make sure to at least receive one from the lead person.

Send a thank-you note as soon as possible after the interview (no more than 24 hours). Email or hand-written are the most popular ways of sending this note. Try to point out a specific topic that was discussed during your interview to show that you were paying attention and that it made an impression on you.

Hand-Written Note Example

November 12, 20xx

*Mr. Greg Smith
Director of Recruiting
XYZ Corporation*

Dear Mr. Smith,

I want to thank you for the opportunity to interview yesterday with XYZ Corporation for the Operations Manager. It was a pleasure meeting with you and I thoroughly enjoyed learning more about the position.

I would like to stress my interest in the position and my eagerness for working for XYZ Corporation. After discussing the position in more detail with you, I believe my education and volunteer experience lead me to be a natural fit for this position.

I believe I would be a strong asset for your company and I look forward to hearing from you. If you have any questions, please feel free to contact me at a.johnson15@mail.com or 865-555-7854. Again, thank you for your time and consideration.

Sincerely,

Adam Johnson

Email Example

Mrs. Young,

Thank you so much for taking the time to meet with me yesterday to discuss the Nurse Practitioner position. I am extremely excited about this opportunity and am eager to take the next step, which you mentioned was a full-day job shadow experience. After finding out that you began your career in this position, and the joy in which you described your experience, I truly believe this would be an once-in-a-lifetime opportunity for me.

I greatly look forward to the next step in the process. If you need anything before then, please contact me at 865-555-1293 or lauren.davis@mail.com. Thank you for your time and consideration.

Sincerely,

Lauren Davis

Rejection and Review

So, you were unsuccessful in your interview and did not land the position. Well, it happens to everyone, so do not stress on it too much.

The first thing to remember is to stay professional – simply say thank you for the opportunity and for their time. Do not try to press them on why you were not chosen – simply move on to the next one.

Now it is time to do a quick assessment of your interview. Do any areas of the interview stand out negatively? Was there a question that you feel like you could have answered better? If a moment or moment does stand out, be sure to focus on those areas and improve on them for your next interview. If you felt like the interview was a success and can't find any areas to improve on, just chalk it up to the interviewer not being able to view your potential.

Quick Tip

Remember, even a professional golfer will hit a ball in the water every now and then. However, they immediately shake it off and focus on the next shot. Interviews can be viewed the same way – if one doesn't go well, learn from the experience and move on to the next one.

Offer, Negotiation, and Acceptance

Congratulations! You have received an offer! For most, this is the end of the road – meaning all of the hard work has finally paid off. You'll immediately say "Yes" and be on your way to a

happy, fulfilling career. However, it's best to take a step back, pat yourself on the back, and thoroughly review the offer before acceptance.

Offers can come in many different forms and can be delivered orally or in writing. If you do receive an offer over the phone or in person, always ask for a written offer. Most offers will be fairly easy to understand – job title, duties, salary, benefits, etc. However, some of them may not explain everything to your liking. So, always ask either the individual doing the hiring or their HR department.

Quick Tip

If you are uncertain about something when it comes to the offer, ask before you accept. By asking your questions before the acceptance, you won't have the burden of not knowing afterwards.

Most entry-level positions do not allow for the opportunity of negotiation. These positions are usually set in stone when it comes to salary and benefits. For the more experienced positions, negotiation is more suitable. Always have a minimum salary expectation in mind, but don't tell them what that number is. If possible, always have them throw out the first number. If it's higher than what you wanted, accept. If it's lower, then you can begin the negotiation process.

When you are ready to officially accept an offer, you will usually sign and return the offer letter. If you mail the letter, be sure to follow-up with a phone call to confirm the arrival and to thank them for the opportunity. Be sure to let your employer know if anything that pops up between the time of acceptance and your first day.

If you happen to reject the offer, do so with utmost professionalism. You never know where the future may lead, so it is best not to burn any bridges. If they ask for a reason, it is typically best to provide a general answer like: you have decided to pursue another opportunity or that you just felt like it wasn't going to be a great fit.