

Interview Closing and Follow-Up

Closing an Interview:

It is important that you leave the interview expressing enthusiasm about the position as well as uncovering any doubts the interviewer may have about you as a viable candidate for the position. It is also appropriate to ask when the employer expects to make the hiring decision. Don't be discouraged if no definite offer is discussed. Thank the interviewer for his/her time and consideration.

Follow-Up:

Following up on an interview is very important! Write individual thank you notes or letters (preferably hand-written) to each person who interviewed you -- within two business days. Also, follow up with a telephone call to the employer within a week to ten days (or sooner, if the employer had a shorter timetable) to ask about the position. And **do** continue to build rapport and sell your strengths during the phone call.