

What to do After an Interview

FOLLOW-UP ON AN INTERVIEW

You should follow-up the interview with periodic queries regarding the status of the selection process. Do not be annoying, but you can be persistent in a business-like, professional way. It shows your continued interest in the position.

Sending thank you letters is always a good practice. Email is appropriate.

ANALYZING AN EMPLOYMENT OFFER

If you are offered employment, how do you know whether or not to accept or to keep looking? Will a better opportunity present itself? Will this particular employment opportunity be lost if you do not accept it immediately? These are hard questions to answer and ultimately you are the one to make the decision. But there are clues to job satisfaction that can help you make the decision. Here are some of them:

- Does the job fit you in terms of your strengths and weaknesses?
- Do you feel that you will receive adequate initial and continued training so that you will be able to perform satisfactorily on the job?
- Do you feel you will be able to work in harmony with the person you report to directly?
- Does the person you report to have a good rapport with those that report to him/her?
- Do you feel that the opportunity will lead you in the direction of your long-range goals?

Be aware that your job satisfaction is an important consideration. In the long term, you will probably do best in a work situation that is "right for you" but do not be afraid to take a second or third choice job if it ultimately "open doors" to the job of your first choice.

WHAT TO DO IF YOU DO NOT GET THE JOB

If the employer says "no" ask the following questions:

- I very much like what you are doing. Could you keep my qualifications brief on hand for other openings?
- What could I have done differently that would help me in future?
- Ask the employer for feedback on your interview so that you can improve in your next interview.

Again, always thank the employer for the interview in a thank you letter!

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602-363-6647