

Step 19:

Four Steps After Your Interview

At the End of Your Interview

You have four mission critical steps to complete...and then get back to the job search.

- 1** Sign the Thank You card you brought and leave it at the front desk before you leave the building.
For example:

Dear _____,

Thank you for taking the time to meet with me today. I enjoyed learning more about _____
(company name)

As you described the position and I developed a stronger sense of the company's culture, I grew increasingly excited because it felt like such an amazing fit. I am looking forward to our next opportunity to speak.

Thank you,

- 2** Take notes of the interview experience right away that day. Resolve any questions or missing points in your follow-up letter and/or calls.

- i. What questions did they ask? Do you need to add value to any of them in your reply?

- ii. What were the answers to your questions? Can you do the job? How do you know? Prove it.

- iii. Cross check your priorities - is this the right place to work for you?

- iv. What did you learn about the most important personality traits to be a good team fit? Do you have those traits? How do you know? Do you have an example of a time when that trait was demonstrated?

- v. What did you learn were the top skills/abilities/experiences they were looking for? Do your job matching again.



3 Send an email or direct mail Thank You/Job Match follow up letter within 24 hours.

Questions are a non-pressure reason to take your call and then you can carefully add any WIFM. For example:

Thank you for your time and information about the position of _____ . What I learned is that you need someone who can _____ . After taking some notes after our meeting, I can confidently match myself to your team and the position because I have _____ , and in past performance reviews/or award earned my boss stated that I was appreciated for my _____ .

(task/ability)
(accomplishments)
(traits)

The reason I am even more interested in the position with your team is because I would have the opportunity to work under your mentorship and with your team.

As I mentioned earlier, I work hard every day, and take pride in doing things to exceed expectations. I would like to be a contributing employee at your company and I hope you will offer me this job. May I answer any questions or can we speak again soon?

4 Check-In Call

During the interview, you will have asked them what their timeline was for next steps. Shortly before the point at which they were expecting to make a decision regarding next steps, call to check in.

(Mr. / Ms.) _____ ,

This is _____ . During our interview for the _____ position, you mentioned that you expected to be scheduling a second round of interviews at about this time, so I wanted to check in to see if I could answer any lingering questions for you or schedule that follow-up interview. I am still very excited about the position. I've been doing some more research about _____ , and I discovered _____ , which reconfirms my belief that I would greatly enjoy being a very successful and contributing employee for you, because _____ . Please call me back so that I may answer your remaining questions about the measurable contributions I can make on your team.

(name)
(position/title)
(company name)
(key fact from your research)
(job match)