**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 ___________________________.

   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 _______ (task/ability). After taking some notes after our meeting, I can confidently match myself to your team and the position because I have _______ (accomplishments), and in past performance reviews/or award earned my boss stated that I was appreciated for my _______ (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.