

6 THINGS YOU SHOULD DO AFTER AN INTERVIEW



The interview may be over, but your chance to make a lasting impression is not. Here are six different strategies to continue boosting your candidacy. **Show That You're Still Interested:** Leave no doubt in their minds about where you stand. Ask for the job at the end of the meeting with a phrase like, "I would really like to contribute to this company and I am really hoping that you select me." Also, don't ever leave the room without a clear idea of what is going to happen next in the hiring process. Will the selected applicants be invited back to meet more people? By what time and date are they hoping to fill the position? Such questions are going to demonstrate your enthusiasm for the job, and knowing the hirer's time frame is going to help you keep from panicking if a week has passed without a phone call. **Set The Stage For Further Contact:** Nobody wants to be a pest, but your silence can be misinterpreted as not really wanting the job. Avoid all of the guesswork by finding out before you leave, what the employer prefers in terms of checking in with them. **Be Punctual:** If you tell an interviewer that you are going to send your list of references tomorrow morning, make sure that they get sent on time. Keeping your word and answering requests in a timely manner speaks volumes about the type of employee that you may be. **Know When To Sit Tight:** If an interviewer requests that you follow up by the phone in a week or so, then you need to respect his or her wishes. If you call in the next day, you can come across pushy and quite desperate. **Send A Prompt Thank-You Note:** A positive, nonintrusive way to stay on an employer's mind is to send them a thank-you note. You should email one with 24 hours of the time that you left the interview, and then you should follow that up with a handwritten note that arrives one to three business days after the thank-you e-mail. **Send Each Interviewer A Personalized, Powerful Follow-Up Letter:** This piece of communication is one more chance for you to shine above the rest, so do not waste any more space with generalities. Ford R. Myers, who is a career coach and author of "Get the Job You Want, Even When No One's Hiring," recommends that you include specific references to each person that you met and tying in your accomplishments directly to the company's stated challenges. You should also use the letter to introduce achievements that did not have a chance to get discussed and to elaborate on the interview answer you feel like you lacked in answering.