

CAREER SERVICES INTERVIEW ESSENTIALS

After the Interview

Even though the interview is over, you are still under evaluation.

After leaving the interview, do the following things:

- Shake the interviewer's hand and say thank you for taking the time to interview you.
- Send a written "Thank You" note to the person who interviewed you within 24 hours of the interview. You can obtain their address by asking for their card. If it is past the 24 hours, send a "Thank You" note anyway.
- **Tip** – Take a "Thank You" note with you to the interview and write the card in your car. Mail it in the area of the company with whom you just interviewed. This will ensure that your note arrives sooner than if you would have mailed it from your home. It will also show your future employer that you are interested in the position.
- If you are interviewed by a group of people, be sure to send each of them an e-mail or hand written card thanking them for their time and that you hope to work with them in the future. Do not send a mass e-mail to the entire group. Send an individual e-mail or card to each person.
- Call the employer to remind them that you are still interested in the position if you do not hear from them by the date they indicated. For example, if they said they would contact you by the end of the week, call them on the next business day to tell them you are still interested.