



## **POST INTERVIEW ETIQUETTE**

### **WHAT DO MOST PEOPLE DO?**

The fact is that most people look at the job search as a chore and take no steps to stand out or be creative. They focus on getting the interview and then waiting to see if they are selected. In fact, this is what approximately 80% of candidates do after a big interview. The follow-up steps are actually quite important and will set you apart from the crowd. View the time after meeting about a position as time to close your sale of your skills.

### **BEFORE LEAVING THE PREMISES**

As you finish your interview, inquire about the next steps from your key contact. By asking, you will know the exact protocol, which will take the guesswork out of the quotient. Ask if there is any reason for you not to be in the final group of candidates. Do you lack particular skills or traits they are seeking? Last but certainly not least, be sure to express your interest and enthusiasm in the position and the company.

### **CONTACT YOUR RECRUITMENT PROFESSIONAL IMMEDIATELY FOLLOWING THE INTERVIEW**

After leaving the interview it is important to contact your recruitment professional to relay your perspective on the interview. Provide specifics about the interview itself: Whom you met with (names/titles), specific questions asked and how you answered, any highlights that occurred, any red flags that something went awry etc. The more information you provide to the recruitment professional the better able they are to obtain detailed feedback.

### **WITHIN 24 HOURS**

Compose and forward Thank You Letter (s). This is a MUST! Remember when you asked your key contact for the next steps? Follow that guidance first and foremost -- and think of the thank you letter as your response to the interview; as your opportunity to reiterate what went right and recover from anything that may have fallen short of your expectations.

Include your interest in their position and your key strengths. Reinforce your value with any additional thoughts you may have about the topics discussed.



Close with a statement that you are looking forward to the opportunity to partner with them in reaching their critical goals. Do not reinforce how much they will need you. It is all about what you have to offer to them -- not how great you are.

*(Excerpts By Camille Primm)*