



## HOW TO CLOSE AN INTERVIEW

A crucial part of any interview is how you end it. In any aspect of selling, the critical step is closing. Whether or not your occupation is in sales, be aware that when on an interview, you are a sales person, selling yourself, and must close the interview/sale. When you sense the interview is about to end that is the time to interject your close:

First: Offer a 30-second summary of the interview, showing that you've fully comprehended everything discussed: "We've spent the last 45 minutes going over [company], this opportunity, and my background. I really like what I have heard about [this], and was intrigued by [that], and feel that I have much to offer because [insert example of experience that fits their need]. I'm very excited about this opportunity. Do you see anything in my background or qualifications that would prevent me from filling this role?" That is the million-dollar question! It shows the interviewer:

1. You're definitely interested in the position and
2. Bold enough to ask for it!

If they express a concern (which you've asked them to do), your job is to overcome it. It is important to address their concerns NOW, in person rather than waiting for your recruiter/search consultant to try to overcome it later. Again, minimize the negative and maximize the positive. EXAMPLE: "I can understand your concern about my lack of experience with software, but I would like you to know I am very quick at picking up new products and have done so in past roles (offer an example). Would it help if I provide references to attest to this fact?" It is very important to address and nullify any concerns in person.

If they respond with "No, I don't have any concerns at this point," you should enthusiastically respond with "Great! Can you tell me what the next step is? I'm very excited about this opportunity and the chance to work with [company name]!"

Remember: regardless of how you feel at this point, the objective is to leave any interview with the company wanting to make you an offer. It is imperative to exude strong interest in any position you interview for. You'll have plenty of time after the interview to contemplate the opportunity and whether it is right for you. In addition, it is the job of your recruitment professional to tell a company if you are not going to pursue an opportunity, NEVER express to a company that you are not interested in the position