

## After The Interview

- Interviewing is a learning process. Takes notes after each interview making particular note your mistakes and short falls.
- Write what you learn about the job and company. This information can be used in a [second interview](#).
- Send an [interview thank you letter](#).

## Interview Thank You Letter

Do not over look the thank you letter. It can be very help full to make you stand out from other candidates. In your job search you have to make use of all the tools, and the Interview thank you letter is one of them.

### Thank You Letter General Guide Lines

- The letter has to be sent before the decision to hire a particular candidate has been made.
- It is your last opportunity to mention any information you missed to mention in your [CV/a>, Cover Letter](#) or [Interview](#).
- Clear up any misunderstandings.
- You can use some things you learnt during your interview to your advantage.
- This shows you are a professional.
- Your last opportunity to leave a good impression.
- Send it within one day of the interview.

### When to use a Thank You Letter :

- After an employment interview.
- To a person or contact who referred to a particular job.

### Thank You Letter Structure

- Short and Simple is the key.
- Mention Specific points discussed.
- Follow the [how to write a cover letter](#) guide lines.
- **1st Part** Thank Interviewer, for time and interest.
- **2nd Part** Emphasis skills, enthusiasm and why you are fit for the job. Mention also any new things you have learnt about the organisation.
- **3rd Part** Provide your contact details, and any follow up action.

Have a look at the [sample thank you letter](#).

In all cases make sure you follow the [Guide on writing Job related Correspondence](#) which gives a lot of specific tips on writing different types of Cover Letters.

## Sample Thank You Letter

This is a sample thank you letter to give you an idea on how to write your own letter, the phrases in italics, should be replaced by your own information.

*[Date]*

[Address]

[Phone Number]

[Employer's Name and Title]

[Employer's Address]

Dear [Name of HR manager],

I would like to thank you for the opportunity you have given me for an interview for the [Position title and reference number]. I have learned a lot of new things about [Organisation Name].

This vacancy is right for me as I am qualified and experience to fulfil the duties required by the position. The [info you learnt during interview] is also very interesting because I [have experience qualification in info you learnt].

If you need any more information on my career history please do not hesitate to contact me. Thank you for your time and I look forward to hear from you.

Sincerely, [Sign your name]

[Type your name]

Modify this **Sample Thank You Letter** to create your own version. You do not want your Sample Thank You Letter to be the same as 1000's of others.

## Second Interview

Do some [Second Interview Preparation](#).

### Second Interview overview

- A second interview is the last step in getting a job.
- The Employer is trying to see specific qualities and how you interact with the rest of the team.
- You can observe the corporate culture, the staff motivation and *where your new office will be !*
- Some second interviews start with a reception the day before, others with a breakfast early in the morning.
- Your free time will be limited but take opportunities to get mental breaks.

During the second interview these topics will also be discussed:

- Salary and benefits
- Employment guidelines
- Reimbursement of expenses

Expect some private second interviews especially if the job you have applied for is a technical job. Ask for a tour of the premises, if this is not scheduled.

- Structured Second Interviews - Each interviewer is assigned an area in which he will assess you.
- Unstructured Second Interviews -All interviewer have equal importance.

## Internal Interviews

Internal interviews are not like any other [interviews](#). They are actually harder and more difficult because you have to prove yourself to those whom you think know you already. In fact, they do not know you as well as you would like to think. Just because you have worked in a company for a number of years, it does not mean that your seniors know everything about your [strengths](#) and weaknesses particularly regarding the fit to the proposed job. Hence, when you appear for that interview many times the interviewers will seek to be assured that you really [match the position](#) and not make a mistake based on their perceptions of you due to their pre-knowing you.

The fact that you are known here goes actually against you in a way. Hence, you should very carefully prepare for the internal interview and aim to wipe out any doubt whatsoever from the minds of your senior colleagues about your fit in the new position. In order to do that you should keep in mind the five most common mistakes committed by internal candidates, most of them based of the assumption that they already know all about it:

- **Do not research sufficiently:** Most of the times internal candidates assume they know all about the department or position offered. In effect they have superficial knowledge acquired from sharing with colleagues and through the grape vine. When internal interviews takes place, the interviews will want to establish that you understood what the change involved and hence will need to know how much you know about the work of the department and the position offered. When it is found that the candidate does not have in-depth knowledge, he/she are rejected.
- **Do not prepare for the interview:** The internal candidates usually think they are too well known to be really interviewed for the position and hence do not really prepare for the interview. This is a big mistake. The internal people actually need to be convinced that the past experience of the internal candidate will actually complement the need of the future job and it is not just seen as a promotion ladder. Lack of preparation on the part of the candidate will indicate will indicate shallowness.
- **Do not plan well for the interview:** It is important to make an impact in internal interviews, so as not to come across as over-confident. You need to keep in mind that you will be competing with persons who have thoroughly prepared for this interview. You lack of preparation for the interview will be seen as taking-for-granted that the job is yours which will actually kill your chances for the landing the job.
- **Do not ask questions:** Interviewers during an internal interviews gauge your interest in the job through the questions you put them. Many candidates come unprepared to ask questions and loose this golden chance to prove their fit. The questions you need to ask should show your interest towards the work and goal of the department and your role in the team. Questions are an important tool for the candidate who needs to use them to their advantage.
- **Do not follow-up:** Many candidates forget the [follow-up letter](#) ' more so in internal interviews when they feel that it is not necessary due to the familiarity with the interviewers. However, a follow-up letter always acts like the icing on the cake. The

internal candidate through this letter gets a last chance not only to show their interest in the job, but also convince the interviewers of their fit and value addition to the new job.

## Best way to finish an interview

There are many ways to finish an interview - many are good and are directly dependent on the nature of the person. However, the best ways to finish an interview has a few basic ingredients, which I will try to discuss here.

- **Summing up:** The most important aspect of the exit line of the candidate is summing up. When you sum up, you highlight what you want the interviewer to remember about you after you have gone. List a few of your best traits and how these would really add value to the job at hand.
  - **Show interest:** The best time to really show how interested you are to join the company is the time at the end on the interview; however remember not to go over board about it or it will backfire
  - **Ask follow-up questions:** The questions should aim at finding out information about when best to follow-up for the results, whom to get in touch with, or where to check for the decision/ status of the interview. Be sure you know the next step in the interview.
- **Offer [references](#):** Ask whether the interviewer(s) would like to have any additional information from you, such as references on the past jobs.
- **[Thank the interviewers](#):** The best way to finish an interview is still the polite way of taking their leave by [shaking hands](#) (if appropriate as custom) and thanking them for the opportunity and time given to you.

There are also a few strong 'don'ts' for the end of the interview:

- **Do not be aggressive:** Unless the job really requires some really aggressive marketing people, do not end with 'when can I start' and 'I am looking for the appointment letter'. Confidence is good almost always, but in this case it can be a massive put off.
- **Do not ask about [money](#):** Never end an interview asking what the pay will be. In case you need to ask, do so only when the interviewer offers you to ask him questions; in that case the salary maybe negotiable. Otherwise, best way to find out about the salary is from outside sources.
- **Do not slink out of the room:** At the end of the interview, the interviewer is still watching you. Do not leave the room as a worried person - as long as you are in the interviewer's sight, have a good and confident posture and body language (whatever you feel inside should be kept there).

The best way to finish an interview is by showing a positive attitude that is complemented by poise and [confidence](#). Your exit is as important or may be more important than your entry, since the interviewer too is summing up about you in his/her mind, and the last picture of you in his mind will carry a lot of weight. He will be watching your body language more than what you say hence, be careful how you carry yourself out of the room. Like a good lawyer, the closing time is the best time to make your point and sell the audience on your point, in this case the point is you!