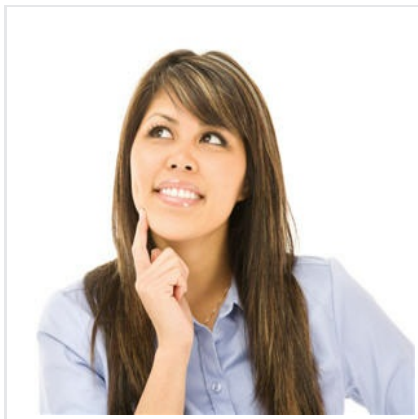


Interviewing Skills

Following Up After an Interview



Introduction



Completing the interview does not mean you are finished. There are several things you should do afterward to make the most out of your interview.

This lesson will explain how and why you should **reflect on your interview** and give you some samples of **follow-up emails** and **thank-you letters**. It will also discuss ways to **evaluate a job offer**, as well as how to gracefully **accept** or **decline** the offer.

Reflect on your interview

After an interview, you may experience many emotions. Regardless of whether you feel the interview went well, you should take time to reflect on the experience. This type of reflection can help you come up with additional questions you can use in a follow-up interview or thank-you letter, and it can better prepare you for future interviews.

The **Reflecting on Your Interview** worksheet below can help you determine how you performed during the interview.

Reflecting on Your Interview

Now that your interview is over, it is wise to think about what went well and what areas you could improve. If nothing else, your interview should be a learning experience for you – a chance to practice and improve your interviewing skills. Take a few minutes to reflect on the interview using this form.

»»» What did you do to prepare for the interview?

Did you...	Yes	No
Research the job duties and qualification requirements thoroughly?		
Research the company adequately?		
Practice answering the most common interview questions?		
Prepare your own list of questions to ask?		
Choose appropriate interview attire?		
Have everything you needed with you at the interview?		

»»» For each area above that you marked *No*, what specific things could you have done to better prepare in that area?

Follow up with a thank-you letter

Writing a **thank-you letter** after your interview is one way to demonstrate your good manners. But this isn't all a thank-you letter does for you.

A thank-you letter:

- Shows the interviewer that you respect his or her time and appreciate the opportunity you have been given
- Gives you the chance to highlight key qualifications that make you stand out from the crowd
- Allows you to expressly demonstrate an interest in the position and company one more time
- Is a great opportunity to clarify something or mention whatever you may have forgotten during the interview



See what hiring managers have to say in this **2011 CareerBuilder survey on thank-you letters**.

Writing thank-you letters

Not everyone enjoys writing thank-you letters. In fact, some people are not sure how to write one.



Click the buttons in the interactive below to learn more about writing thank you letters:

June 22, 2009

Roger Powell
Sales Manager
Quality Furnishings
125 West Hannover Street
Raleigh, North Carolina 27601

Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at Quality Furnishings. I would love the chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase sales and drive customer satisfaction ratings at Quality Furnishings.

In addition, I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. I look forward to having the chance to implement them at Quality Furnishings.

Thank you again for your consideration in filling the Sales Associate position. Please feel free to contact me if you have any questions or would like additional information. I am looking forward to hearing from you soon.

Sincerely,

Donald Weston

Donald Weston
(919) 555-1234
d_weston@email.com

Thank-you letter tips

- If your handwriting is difficult to read, consider typing the letter. Use our [Thank-You Letter Template](#) to create a professional-looking letter. **Note:** The template opens in a new window as a Microsoft Word 97-2003 document. Save it to your computer and replace the template text with appropriate text of your own.
- Make sure there are no spelling or typographical errors in your message.
- If the hiring manager will be making a decision soon, you may want to send a thank-you or follow-up letter by email first, then mail your handwritten thank you.
- It is best to send the letter within the first 24 hours after your interview so your interview is fresh in your mind while you're writing the letter and fresh in the hiring manager's mind as he or she is reading it.
- If you were interviewed by more than one person, the best thing to do is to send a personalized version of the letter to each person. However, if you find that the text of each letter is identical, you may want to address one letter to the entire hiring team.

Evaluate the job offer

If you get a job offer, how should you respond? You may want to accept the job immediately if you feel that the employer is offering you a fair wage. You also may want to take some time and think it over, especially if you have other opportunities to weigh. Either way, express your enthusiasm and ask to take some time to consider the offer.

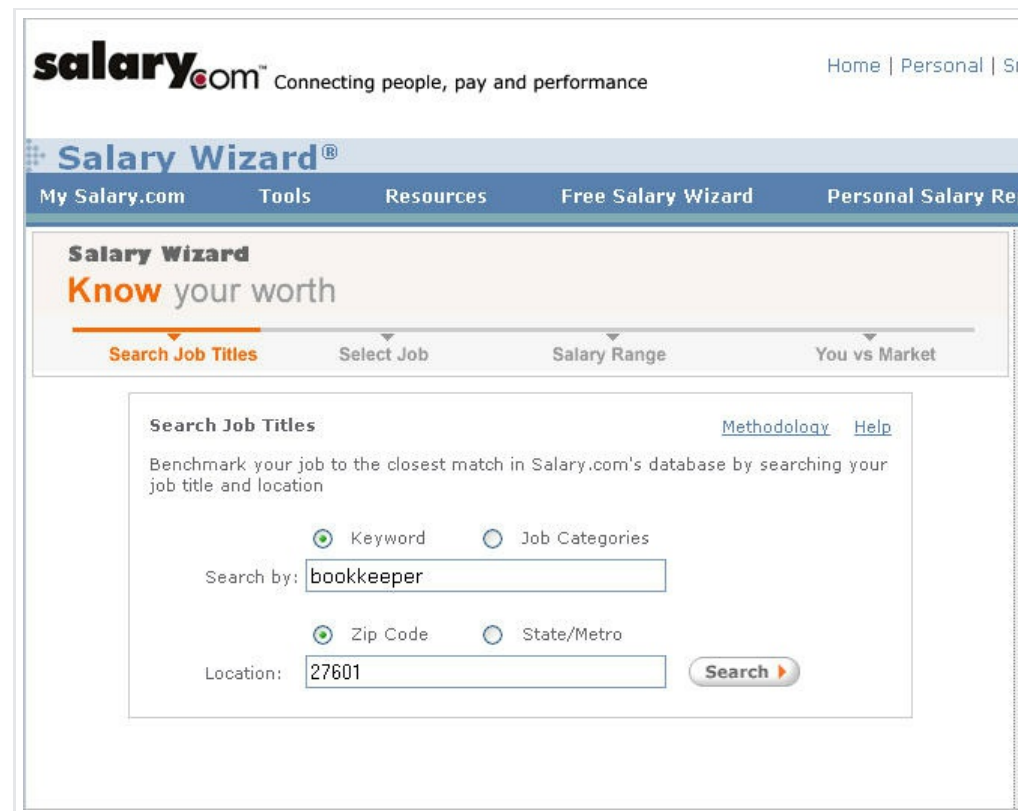
The only way to know if an offer is fair is to **compare the offer to the regional average** and **evaluate the offer** against your personal and financial considerations.

To compare the offer against the regional average:

- Consider your location—both city and state—and determine how much salary and benefits someone in your field and position earns.
- Consider your education, experience, and skill level.
- Determine whether the offer includes benefits such as medical insurance, life and disability insurance, sick/vacation/personal days, and an employee retirement program.

 Use Salary.com's [Salary Wizard](#) (seen below) to find out how your offer stacks up against the average.

Answer a few questions to get a free report that graphs your salary compared with the regional average.



To evaluate your job offer against your financial considerations, answer the following questions:

- What are my—and my family's—living costs?
- How many hours will I work each week?
- How much time and money will I spend getting to work (gas and other commuting costs)?
- If I'm asked to relocate, what are the costs of moving and living in another city?
- How much will I pay for child care?

Personal factors to think about when evaluating a job offer:

- Do I expect to be successful and happy in this role and within this industry?
- Do I anticipate enjoying the culture of the organization?
- Does this job fit in with my professional goals?
- Will I be able to balance the requirements of this job against my family obligations?

Accept or decline the offer

After you have evaluated the offer, it's time to either take the job or turn it down. Both should be done **politely** and in **writing**. Today, it is common to respond to job offers via **email**, although **regular mail** may also be acceptable.

To accept the offer:

- Make sure to get all of the agreed-upon terms in writing before you formally accept.
- The employer will likely ask you to sign a letter or form that lists the job duties, salary, benefits, and any other conditions. By signing, you are agreeing to the terms and are expected to honor your commitment.
- Write a letter of acceptance—like the sample below—that **restates the terms of your agreement** in your own words and **indicates your pleasure** in joining the company. This can prevent misunderstandings between you and the employer.



Review our example to see what a good acceptance letter should look like. To download and print a copy of your own, click the image below.

July 1, 2009

Mr. Henry Granholm
Greene and Associates
100 Main Street
Raleigh, NC 27601

Dear Mr. Granholm:

I was very excited to get your call this afternoon and to hear your offer of employment as an assistant bookkeeper for Greene and Associates. Please consider this letter as my formal acceptance.

I gladly accept your offer at a salary of \$31,000 annually. As we agreed, my start date will be July 28, so that I am able to finish my QuickBooks Pro course at Wake Tech Community College, which will further enhance my skills for Greene and Associates.

I also understand that I will receive full company pay and benefits during the 90-day probationary period that is standard for Greene and Associates.

Thank you again for offering me this opportunity, and please let me know if I can do anything in advance of my start date to facilitate the new hire paperwork, or if there are anything else you require from me.

I am looking forward to being a part of the Greene and Associates team!

Sincerely,

Thom Davidson

Thom Davidson
t_davidson@email.com
(919) 555-8985

If you decide to decline an offer:

Call the person who interviewed you to discuss your decision. Then follow up with a letter—like the sample seen below—that **thanks the interviewer for the offer** and **explains why you have decided to decline**. Remember to keep the tone of your correspondence professional and courteous.

Dear Ms. Franklin,

Thank you very much for offering me the position of Records Clerk with Franklin Insurance Adjustors. After much consideration, I have accepted a position with another company.

I sincerely appreciate you taking the time to interview me and to share information on the opportunity and your company.

Again, thank you for your consideration.

Julia Miller

Julia Miller



If you're sending an acceptance or declining letter via **email**, you **don't** need to include the **date**, **return address**, or **mailing address** at the top of the page. Just include your own address and other contact information—such as your email or phone number—below your name in the **signature area**.

◀ [Previous: What to Do During an Interview](#)

[Next: Simple Rules for Following Up After a...](#)