

Linda Trignano's

5 Tips to

Ace the Interview

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5 Tips to Ace the Interview

The goal of a resume is to get an interview and the goal of the interview is to get an offer!

Part 1 of Linda Trignano's 5 Tips to Ace the Interview

If you're impatient, or if you miss any part of the email e-course simply visit [5 Tips For Acing The Interview](#) where you can download the entire e-course as a convenient pdf file.

1. Prepare, Prepare, Prepare

There are a number of important steps to take that will help you prepare to ace the interview and boost your chances of landing a new position.

First, ensure that your resume is up-to-date and free of errors. Proofread the resume until you are confident that it is polished and represents you in the most positive manner possible. If needed, get professional help. Bring 2 or 3 hard copies of your resume to the interview and a copy of the job description with a list of 2 or 3 references.

Second, spend as much time as possible practicing your interviewing skills. Prepare by writing a list of your PARS (problem, action, results) about each of your top skills as they relate to the job. This is also referred to as SARs or CARs by changing the first word to Situation or Circumstance. This will give you a clear view of your accomplishments and those areas to speak about during the interview. If you feel the need for additional practice, set up a time to work with a coach or friend for honest feedback. Compare your skills to the job description by listing each job requirement and putting your qualifications and experience next to each item.

Third, review the company's social media presence to learn more about the company culture. If you need additional help, draw upon insights offered by people in your network who might have additional company information. Websites like LinkedIn, Glassdoor and TheMuse's company sections may offer additional detail. This preparation will help you during the interview to highlight how well you will fit into the culture of the company.

To check out Linda's exclusive coaching program visit:

[Career Coaching with Linda Trignano](#)

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Part 2 of Linda Trignano's 5 Tips to Ace the Interview

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2. First Impressions Matter

Work on building your confidence toward making a positive first impression. Make a list of your accomplishments and review it several times. This will help you see yourself in a confident, positive light.

As a communications professional, I'm always observing how we communicate with each other. One of the critical ways that we communicate is through our eyes. We all do it intuitively. When you meet your interviewer and shake hands look them in the eyes and project confidence.

It is very important to have up-to-date interview apparel that is a good fit. For example, buttons not too tight or pulling and your shoes should be polished and should match your apparel. For women, make sure you are not revealing too much cleavage or wearing a skirt that is too short. If you wear an older suit, make sure that it is cleaned and pressed and looks good. Pay attention to the colors you select and be sure they enhance your look and do not detract from it.

Dress to fit the company culture. You can ask the person setting up the interview for direction on apparel if you feel it is appropriate. However, have a business suit ready to wear. Although the company you are interviewing with may be business casual, suits in all interviews, for men and women, are recommended. This helps show that you are serious about the interview.

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3. Build Interview Confidence

Confidence is an important factor in helping you sell yourself to a hiring manager. When you step from unsure or tentative to confident, a hiring manager will take notice. When you emit confidence everything about you shifts and people you meet can feel and see your confidence.

One piece of advice that I cannot stress enough is to go into the interview well prepared. I have worked with many job seekers who tell me that their interview did not go well because the interviewer was inadequately prepared, or distracted, or did not read the interviewee's resume. This can and often does happen. That is why I suggest that YOU prepare well for the interview and expect the unexpected.

Since you most likely will not know the format of the interview, going well prepared will serve you best. That means you are ready to talk about your experience when asked "tell me about yourself" or if the interviewer asks you to talk about your technical or "job related" skills, you are able to talk about your experience in terms of accomplishments. This format is often referred to as PARs or CARs. Problem, Action, Results or Circumstance, Action, Results.

Review a list of questions (such as "what is your greatest weakness?") that many interviewers ask that relate to your skills/attitude. You can find a list of these types of questions at: [100 Potential Interview Questions](#).

Answer, to yourself as well as others throughout the interview, the often unasked question “Can you do this job?” Be sure to speak in terms of job requirements by linking your experience to the job description. Weave in examples of your soft skills qualifications when talking about your ability to perform in the job throughout your time with the interviewer. Take notes and collect business cards of those interviewing you. This will allow you to personalize your follow-up and allow you to reference important points.

Be sure to exhibit confidence throughout the interview. A genuine interest in the company and the open position will ensure that you stand out.

And finally, practice, practice, practice!

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4. Ask for the Job

The end of the interview is a critical part of the job search process that most job seekers experience difficulty with. They are often at a loss as to how to close the interview. An effective strategy is, before the interview, prepare the questions you need answered at the close of the interview. For example, you should want to know the answer to questions such as:

- When the decision to hire will be made?
- Are you a good fit for the open job?

- What are the next steps?
- Do they have any objections to you as a qualified candidate?
- Will they be making you an offer?

To help with the end of the interview, you may want to use the close from the New Jersey Professional Services Group that was a state run organization and is now run by peer groups. The close remains one of the most effective interviewing pieces of advice of all time. If you are game, using it is powerful! Here it is:

The Qualifier (The Candidate)

- Toward the end of the interview, applicant states, you've had a chance to review my resume and we've talked for (x) amount of time. What do you see that you like? (pause for a response)

-Is there anything else you would like to know, or anything you would like clarified? (pause for a response)

- (Person's name), tell me, is there anything that would preclude me from being the ideal candidate for this position? Pause. SILENCE. Wait for a response.

The purpose of the question is to discover any concerns regarding you as a candidate for this position. Once you have a response, overcome objections by responding with CARs that restore confidence in your ability, skill, or personality in the area of concern.

The Columbo Close - Ask for the Offer

As the interviewer sees you out, shake his/her hand while saying

Thank you for your time. I have enjoyed our session, and I like what I see. You now have my qualifications, and I can assure you that I will do a good job for you. I want you to make me an offer.

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5. After the interview

Time-tested advice says to send a thoughtful, hand-written thank you note. This is appropriate and should be done within a day or two of the interview. Only about 20% of candidates take this extra step. By doing so, you will stand out from the other interviewees.

There are many reasons to take this extra step in the job search process but the top reason is that the follow-up note is an opportunity for you to again express your interest in the job, address any objections he or she may have to your skills and give you another opportunity to demonstrate your qualifications for the job.

I suggest you include the following in the thank you note:

- Thank the interviewer
- Reference key points of discussion in the interview and promote yourself as the most qualified candidate
- Express your interest in the company and the desire to be offered the position

Make sure that each note to each interviewer is personalized. Do not send the same note to all as this would be looked on very poorly.

In today's job search climate, sending an e-mail thank-you note is acceptable. However, some believe that sending a handwritten note makes a better impression on the interviewer. You decide which style is best for you. Also, you may want to place a follow-up call within the time frame the interviewer indicated during the interview that would be appropriate to ask if a hiring decision has been made.

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1. Prepare, Prepare, Prepare

- Practice interview skills
- Update your resume and ensure it is free of errors
- bring 2 or 3 hard copies of your resume to the interview and a copy of the job description and a list of 2 or 3 references.
- Compare your skills to the job description. Prepare PARS and CARS about each of your top skills as they relate to the job
- If you feel the need for additional practice, set up time to work with a coach or friend for honest feedback
- Review the company's social media presence to learn more about the company culture. Websites like LinkedIn, Glassdoor and TheMuse's company sections offer more insight.
- Draw upon insight offered by others in your network who might have additional company information.

1. Research the Company, Industry & Interviewers:

- Research Company on the web & at library:
 - "Google" the company
 - Thoroughly review the company's website:
 - ♣ Press Releases
 - ♣ Products
 - ♣ If public, then investor relations
 - Use the Princeton Public Library's various database programs to research the company. The reference librarians are very helpful in that regard
 - If a publically traded company, review the latest Annual Report, Form 10-K, 10-Qs and other SEC reports of the company
 - Set up Google Alerts so you are up to date on company news
 - Learn the issues or problems a company is facing and to prepare some thoughts on tackling those issues (extremely important)
- Research interviewers on LinkedIn, Google and other relevant websites:
 - While it's important to know what the company does, it may be even more important to know who you will be talking with once you get to the interview.
 - Ask who you will be interviewing with: name and title
 - See if you have anything in common
 - Contact your network for more information

- Find an Insider and attempt to learn any/all of the following:
 - details on the people you will be interviewing with and their style
 - information about the person who's leaving the job you're interviewing for
 - about his or her skills, and
 - the issues he or she dealt with
- Check internet & social media for late-breaking news.

1. Anticipate questions and get yours answers prepared:

¥ Study your resume:

- Make sure to study the resume submitted for the position
- Be ready to discuss every point on your resume

¥ Types of Questions:

- Behavioral:
 - ♣ To anticipate future behaviors based upon past behaviors
 - ♣ Situational: Sometimes, hypothetical situations
- Résumé Related:
 - ♣ To delve into the facts in your resume
 - ♣ These types of questions should be easy to answer
- Performance Assessment:
 - ♣ Assess your strengths and weaknesses
 - ♣ Discuss how you achieved specific tasks/goals
 - ♣ Highlight "lessons learned"
- Stress Test:
 - ♣ To challenge you
 - ♣ How well you'll handle the day-to-day pressures of the job
- "Dumb"/Questions:
 - ♣ Used primarily to test your ability to think on your feet
 - ♣ There is not necessarily a right or wrong answer.
- Illegal Questions:
 - ♣ Race, gender, religion, marital status, age, disabilities, ethnic background, country of origin, sexual preferences
 - ♣ Not obligated to answer; Answer if you feel comfortable

¥ Answering questions:

- Stay relaxed; Be pleasant, professional & breathe
- Answer with specifics:
 - ♣ Do not answer with generalities
 - ♣ No phrases like, "I usually...", or "I might want to..."
- Be concise; Do not over explain or ramble
- Be truthful; Lies may come back negatively
- Use accomplishment stories:
 - ♣ SARs (Situation – Action – Result)
 - ♣ CARs (Challenge – Action – Result)

- Expect follow-up questions; An investigative dialog.

¥ Sample Questions:

- Behavioral:
 - ♣ Describe a situation with a difficult coworker.
 - ♣ What motivates you?
- Résumé Related:
 - ♣ Why did you leave your last job?
 - ♣ What were your daily responsibilities in your last position?
- Performance Assessment:
 - ♣ Describe a crisis at work and how you responded to it.
 - ♣ What is something that you need to improve in yourself?
- Stress Test:
 - ♣ How would you compare yourself to our other candidates?
 - ♣ What did you like least at your last company?
- "Dumb" Questions:
 - ♣ How many balloons do you need to fill San Francisco?
 - ♣ What kind of tree would you be?
- Illegal Questions:
 - ♣ Which religious holidays do you observe?
 - ♣ Are you married?
 - ♣ Do you have children?

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- ø Read the company's website/LinkedIn profiles/online resources thoroughly. Be sure to read the press releases and other important recent announcements. Look for a key quote or strategic opinion from the CEO or President, and be prepared to remember it in the interview. If it's a product company, look for any technical spec sheets on their products on their web site. This should supply an understanding of the interfaces on the product, protocols that it supports, throughput capacity that it allows etc. Be sure to look up the company and manager profiles on LinkedIn and any other relevant social media sites (i.e. Google news, technology/product blogs, etc.), an absolutely critical service for additional information, project/company explanations, additional employees/history, etc.
- ø Find out who the company's competitors are and learn about them. Understand who the current and potential customers are for the company's product (for example: is the product at an enterprise or carrier class?)
- ø Prepare well thought out questions, technical or otherwise, in advance. Write them down. Bring a notebook with you to the interview. This way you don't need to search your memory for the questions you wanted to ask. Also, take notes during the interview. All of this shows preparedness and attention to detail.

First Impressions Matter

Confidence is an important factor in helping you sell yourself to a hiring manager.

When you step from unsure or tentative to confidence, a hiring manager will take notice.

You can see confidence. You can feel confidence; When you emit confidence everything about you shifts and people that you meet can feel and see your confidence.

As a communication professional, I'm always observing how we communicate with each other. One of the critical ways that we communicate with each other is through our eyes. We all do it intuitively. That's why it is so important to have up-to-date interview apparel that is a good fit. By that I mean, buttons not too tight, or pulling. Shoes should be polished with heels that are not worn in the back. For women, make sure you are not revealing too much cleavage or wearing a skirt that is too short. Don't wear a 15 year old suit and think that it looks good unless it does! Give thought to the colors you select and be sure they enhance your look not detract from it.

You want to dress to fit the company culture. You can ask the person setting up the interview for direction on apparel however have a business suit ready to wear. Although the company you are interviewing with may be business casual, suits in all interviews, for men and women, are recommended. This shows you are serious about the interview.

Offer a firm handshake at the beginning and end of your time with each person you meet. Be sure to make appropriate eye contact throughout the interview and don't fidget. It's easy to lose sight of certain motions like hair twirling, finger tapping, throat clearing that cause the interviewer to notice your nervousness.

Most importantly, smile often and present an upbeat attitude.

- a. Have up-to-date interview apparel
Be sure that the apparel you select is a good fit
Buttons not too tight, or pulling
Shoes polished and heels not worn in back
women - not too much cleavage or too short a skirt
Don't wear a 15 year old suit and think that it looks good unless it does!
Think about the colors you select and be sure they enhance your look, not detract from it.
- b Dress to fit the company culture. You can ask the person setting up the interview for direction on apparel however have a business suit ready to wear. Although the company you are interviewing with may be business casual, suits in all interviews, for men and women, are recommended. This shows you are serious about the interview.
- c. If you are unsure about your apparel choice, ask a trusted advisor to look at your outfit to ensure that your selection is appropriate. Ask that they give you honest advice.
- d. Make appropriate eye contact throughout the interview.
- e. Don't fidget. It's easy to lose sight of certain motions like hair twirling, finger tapping, throat clearing that cause the interviewer to notice your nervousness.
- f. Offer a firm handshake at the beginning and end of your time with each person you meet.
- g. Smile often and present an upbeat attitude.

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3. Build Interview Confidence

One piece of advice that I cannot stress enough is to go into the interview well prepared.

I have worked with many job seekers who tell me that their interview did not go well because the interviewer was inadequately prepared, or distracted, or did not read the interviewee's resume. This can and often does happen. That is why I always suggest that YOU prepare well for the interview and expect the unexpected.

Since you most likely will not know the format of the interview, going well prepared will serve you best. That means you are ready to talk about your experience when asked "tell me about yourself" or if the interviewer asks you to talk about your technical or "job related" skills, you are to talk about your experience in terms of accomplishments. This format is often referred to as PARs or CARs. Problem, Action, Results or Circumstance, Action, Results. Review a list of questions (such as "what is your greatest weakness?") that many interviewers ask that relate to your skills/attitude. You can find a list of questions at: [100 Potential Interview Questions](#).

Answer, to yourself as well as throughout the interview, the often unasked question "Can you do this job?" Be sure to speak in terms of job requirements by linking your experience to the job description. Weave in soft skills when talking about your ability to perform in the job throughout your time with the interviewer. Take notes and collect business cards of those interviewing you. This will allow you to personalize your followup with those that conducted the interview and allow you to reference important points that particular person mentioned.

Be sure to exhibit confidence throughout the interview. A genuine interest in the company and the open position will ensure that you stand out from the crowded interview field.

And finally, practice, practice, practice!

- Go into the interview well prepared. Since you most likely will not know the format of the interview, going well prepared will serve you best. That means you are ready to talk about your experience when asked "tell me about yourself" or if the interviewer asks you to talk about your technical or "job related" skills, you are to talk about your experience in terms of accomplishments. This format is often referred to as PARs or CARs. Problem, Action, Results or Circumstance, Action, Results.
- Review a list of questions (such as "what is your greatest weakness?") that many interviewers ask that relate to your skills/attitude. You can find a list of questions at: [100 Potential Interview Questions](#)
- Answer, to yourself as well as throughout the interview, the often unasked question "Can you do this job?"

- Speak in terms of job requirements by linking your experience to the job description
- Weave in soft skills when talking about your ability to perform in the job.
- Take notes and collect business cards of those interviewing you. This will allow you to personalize your followup with those that conducted the interview and allow you to reference important points that particular person mentioned.
- Be sure to exhibit confidence throughout the interview. A genuine interest in the company and the open position will ensure that you stand out from the crowded interview field.
- Practice, practice, practice

¥ Keys to Interviewing Success:

- Focus on the Interviewer's needs and not your own
- Develop good chemistry
- Preempt the Age Objection
- Sell the Need
- Ask Smart Questions
- Keep your answer short and precise. Try to limit to 2 minutes in length
- Frame Achievements using SARs (Situation – Action – Result) etc.
- Turn off any mobile or electronic device

- When answering questions about a project and/or task you were responsible for, use "I" NOT "we". You want to be clear to the interviewer that you handled these responsibilities directly and it was not a "team" effort where you may have had little direct input.
- Give in-depth answers. One of the most common reasons why candidates are not hired is because, according to our clients, the individual "was not able to articulate in depth what they have done." Do not assume they will understand your background based on just the resume.
- When you have finished answering a question, ask, "Have I answered the question thoroughly?" "Would you like me to go into more detail?" This assures you that you have not left out any details the interviewer might be looking for. Check-ins like these are a good way to make sure that the interview proceeds in a conversational style, and that you're not going on long monologues that might lose the interviewer. Equally important is the chance to catch your breath and making sure that your answers are targeted to what most interests the interviewer.
- For in-person interviews, print out and bring several copies of the Softworld resume with you. This will prevent cases of client team members being unprepared to speak with you and ask you questions.

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3. Different types of interviews? telephone, in-person, Behavioral Interviewing, Panel, Lunch/Dinner Interviews, Pre-employment testing,

1. Types of Interviews:

- ¥ Phone screen:
 - Usually short – under 30 minutes
 - To eliminate you immediately
 - Use a landline for better clarity
 - Stand if you are more comfortable and/or confident
- ¥ Skype (online):
 - Dress professionally (within the camera's view)
 - Look at the camera, not the screen
 - Have a neutral background
- ¥ One-on-One
- ¥ Group

Phone interviews have become as important today as in-person interviews. Many companies begin the evaluation process with a phone interview because the niche talent they desire is often located in another part of the country or time is simply limited. Landlines are always the strongly preferred method to take a phone interview. If a cell phone is the ONLY option for you to take the phone interview, only do so if you are absolutely sure that the cell phone reception will be flawless, you will not suffer a dropped call, etc. Find a quiet place where you'll have no distractions (i.e. other people in the room, driving, other calls coming in, email/Internet distractions, etc.) to conduct the phone interview. Make sure you block the time off on your calendar just as you would for an in-person interview.

- Skype/online/webcam interviews are also becoming increasingly more common. If you have a Skype/online interview, treat it exactly as you would an in-person (i.e. formal dress, straight posture, neutral/professional setting with nothing overly personal or inappropriate in the background, etc.). Remember also to look at the camera when speaking, not at the face on the computer screen. This will ensure that the person on the other end of the camera sees you looking in their eye, not off the side.

4. Ask for the Job

- Without a doubt, one area of the job search process that I see job seekers experiencing difficulty with is the end of the interview. They are often at a loss as to how to close the interview and frequently let the interviewer close. A more effective

strategy would be to prepare before the interview, the questions you would like to have the answers to have once you leave the interview. For example, don't you want to know the answer to questions such as:

- when the decision to hire will be made?
- Are you a good fit for the open job (in the eyes of the interviewer)?
- What are the next steps?
- Will they be making you an offer?
- Do they have any objections to you as a qualified candidate?

If you, like others, may have these or other questions that you want answers to after the interview I have a interview close paragraph that you may want to try and use. The close is from the New Jersey Professional Services Group that used to be a state run organization. While they are now run by peer groups, the close remains one of the most effective interviewing advice of all time. If you are game, using it is powerful! Here it is:

The Qualifier (The Candidate)

- Toward the end of the interview, applicant states, you've had a chance to review my resume and we've talked for (x) amount of time. What do you see that you like? (pause for a response)

-Is there anything else you would like to know, or anything you would like clarified? (pause for a response)

- (Person's name), tell me, is there anything that would preclude me from being the ideal candidate for this position? Pause. SILENCE. Wait for a response.

The purpose of the question is to discover any concerns regarding you as a candidate for this position. Once you have a response, overcome objections by responding with CARs that restore confidence in your ability, skill, or personality in the area of concern.

The Columbo Close - Ask for the Offer

As the interviewer sees you out, shake his/her hand while saying

Thank you for your time. I have enjoyed our session, and I like what I see. You now have my qualifications, and I can assure you that I will do a good job for you. I want you to make me an offer.

- Ask when the decision to hire will be made
- State that you feel you are a good fit for the job
- Ask why they wouldn't hire you
- Answer any objections that they voice
 - Prepare questions for the conclusion of the interview. Often the interviewer will ask "do you have any questions". This shows an interest in the company and the job.

following is from PSG-NJ give to all participants in the former program:

Below is text from current documentation that is given to all candidates in the class.

Techniques handout

The Second Qualifier (The Candidate)

- Toward the end of the interview, applicant states, "You've had a chance to review my resume and we've talked for (x) amount of time; what do you see that you like? (pause for a response)

-Is there anything else you would like to know, or anything you would like clarified? (pause for a response)

- (Person's name), tell me, is there anything that would preclude me from being the ideal candidate for this position? Pause; SILENCE. Wait for a response.

The purpose of the question is to discover any concerns regarding you as a candidate for this position. Once you have a response, overcome objections by responding with CARs that restore confidence in your ability, skill, or personality in the area of concern.

The Columbo Close - Ask for the Offer

As the interviewer sees you out, shake his/her hand while saying

Thank you for your time. I have enjoyed our session, and I like what I see. You now have my qualifications, and I can assure you that I will do a good job for you. I want you to make me an offer.

At the end of the interview the following questions extremely important: Ask a question along the lines of this: "Do you feel there are any skills or attributes that I lack, which would not allow me to be successful in this role?" If so, what are they?" This is an extremely important question for you to ask and doing so will set you apart from the other candidates.

The reason for this question is two-fold: If the answer is "no"- You already have the interviewer thinking you are qualified for the job and they've verbalized that to you.

If the answer is something like “Well, I was hoping to find someone with more X...” This gives you a chance to alleviate that concern before the interview ends.

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Time-tested advice say to send a thoughtful, hand-written thank you note. This is appropriate and should be done within a day or two of the interview. Only about 20% of candidates take this extra step so by doing so, you will stand out from the other interviewees.

There are many reasons to take this extra step in the job search process but the top reason is that the follow-up note is an opportunity for you to again express your interest in the job, address any objections he or she may have had to your skills and give you another opportunity to demonstrate your qualifications for the job.

The steps to include in the thank you note include:

- Thank the interviewer
- Reference key point of discussion in the interview and promote yourself as the most qualified candidate
- Express your interest in the position and the desire to be offered to position

One note, make sure that each note to each interviewer is personalized. Do not send the same note to all as this would be looked on very poorly.

In today's job search climate, sending an e-mail thank-you note is acceptable however, some, not all believe that sending a handwritten note makes a better impressing on the interviewer. Also, you may want to place a follow-up call within the time frame the interview indicated during the interview that would be appropriate and ask if a hiring decision has been made yet. If not, ask when will the decision be made.

- Send a thoughtful, hand-written thank you note. This is appropriate and should be done within a day or two of the interview. Only about 20% of candidates take this extra step so by doing so, you will stand out from the other interviewees.

- This follow-up note is an opportunity for you to again express your interest in the job, address any objections he or she may have had to your skills and give you another opportunity to demonstrate your qualifications for the job.

3 paragraphs, not 3 sentences:

- ♣ Thank the interviewer
 - ♣ Reference key discussion points; Promote your candidacy
 - ♣ Express your continued interest in the position
- One to each key interviewer:
 - ♣ Each must be different
- In today's job search climate, sending an e-mail thank-you note is acceptable however, some, not all believe that sending a handwritten note makes a better impression on the interviewer.
- Place a follow-up call within time frame the interview indicated during the interview and ask if a hiring decision has been made yet. If not, ask when will the decision be made.

- If you feel the position is a good match and you can add value to the company, be sure to say so to everyone you meet in the interview loop. Confidently express that you are interested in the opportunity, and want to take the next steps. You will always be your own best foot forward to the company – showing interest in the opportunity, and asking questions such as the client's timetable to make a decision, interview process, where you compare to other candidates being considered, etc. will give you the best opportunity to make an educated decision and know the likelihood that you will receive an offer.

Sending a thank-you letter to the interviewer is always appropriate and should be done right away. Nowadays, it's fine to send an e-mail thank-you note, says Jim Pappas, manager of corporate staffing for The Barnes Group Inc., an international diversified manufacturing-and-distribution company based in Bristol, Conn. Sending e-mail quickly indicates your interest and politeness.

Barnes says 95% of the thank-you notes he receives are sent via e-mail and that sending a letter by regular postal service doesn't make a better impression on him than an e-mail message. But he adds that only about 20% of job hunters he interviews bother to send thank-you notes, so doing so can clearly differentiate you to a degree.

In your note, say you appreciated the opportunity to talk about the opening. Repeat your interest in the job and how well it matches your abilities.

1. Get ready for the next steps:

- ¥ Thank you letter(s):
 - You **MUST** write and send a thank you letter!!!
 - Send within 24 hours after your interview
 - Send via express mail, or as an email attachment

- Formal & professional letter format
- 3 paragraphs, not 3 sentences:
 - ♣ Thank the interviewer
 - ♣ Reference key discussion points; Promote your candidacy
 - ♣ Express your continued interest in the position
- One to each key interviewer:
 - ♣ Each must be different

¥ What to expect After the interview

- Called back for a follow-up interview
- Receive an offer of employment
- A "Thanks-but-no-Thanks" response...
- Nothing; No feedback at all (& unfortunately do
- **Don't** stop interviewing or networking!