



## **Closing the Interview**

Too many people second-guess themselves after an interview. By closing an interview strongly and asking the right questions, you can eliminate the post-interview doubts that tend to plague most interviewees.

If you feel that the interview went well and you would like to take the next step, express your interest to the hiring authority and turn the tables a bit. Try something like the following:

*"After hearing more about your company, the position and the responsibilities at hand, I am certain that I possess the qualities that you are looking for in the (title) position. Based on our conversation and my qualifications, are there any issues or concerns that you have that would lead you to believe otherwise?"*

You have a right to be assertive. This is a great closing question because it opens the door for the hiring authority to be honest with you about his or her feelings. If concerns do exist, this is a great opportunity to overcome them. You have one final chance to dispel the concerns, sell your strengths and end the interview on a positive note.

A few things to remember during the closing process:

- Don't be discouraged if no definite offer is made or specific salary discussed. The interviewer will probably want to communicate with the office first, or interview other applicants, before making a decision.
- Make sure you answer the following two questions: "Why are you interested in the company?" and "What can you offer?"
- Express thanks for the interviewer's time and consideration.
- Ask for the interviewer's business card so you can write a thank you letter as soon as possible.

## **Follow-up**

When you get in your car, immediately write down key issues uncovered in the interview. Think of the qualifications the employer is looking for and match your strengths to them. Call your search consultant at Trinity Executive Search! Follow-up is critical. A "thank you" letter should be written no later than 24 hours after the interview.