

DON'T LEAVE A JOB INTERVIEW BEFORE DOING THESE FIVE THINGS

Congratulations! You answered the interviewer's questions like a pro—but before you leave, you still have an additional opportunity to help ensure that you win that job offer.

Between practicing your handshake, strategizing an elevator pitch, and planning what you're going to wear, you have a lot to tackle when it comes to interview preparation. So once the big day arrives and you make it all the way to the end of the interview, it's only natural to be so relieved when you arrive at the home stretch that you forget to: ask a pivotal question; drive home your enthusiasm; or summarize your professional expertise.

“A last impression is a lasting impression,” says Mark Berkowitz, National Certified Career Counselor, Internationally Certified Job and Career Transition Coach, and Certified Employment Interview Professional of CAREER DEVELOPMENT RESOURCES LLC. **“How you wrap things up is going to stick with the interviewer just as much as your first impression. But remember that you want to avoid jumping into the wrong job for you. Take the opportunity to ‘mentally try on the job for size’ to ensure that the job is a great fit for you!”**

Follow these steps to close an interview and position yourself for landing that job offer in the process.

1. Ask key questions about the job and the company which can show off your critical thinking skills. While the hiring manager is *selling the job to you*, s/he is *simultaneously selling him/her-self on YOU!!!*

Hiring managers often conclude job interviews by giving you a chance to ask them questions. This is a perfect opportunity to shine. Take full advantage by asking well thought-out questions designed to provide you with kind of information you can't find online; as well as demonstrate your critical thinking skills. Here are a few to get you thinking:

- ◆ Why is this position open?
- ◆ What would you expect me to accomplish in the first 90 days?
- ◆ Are there opportunities for additional training and education?
- ◆ What do you enjoy most about working here?
- ◆ How is performance measured in this role?

2. Reiterate your interest in the position

Before departing, take a moment to reinforce the fact that you want the position. A high level of engagement is vital to showing a hiring manager that you're really motivated for *this* job. Additionally, say you think you'd be a good cultural fit for the company, which is a pressure point for employers, considering the fact that more than six in 10 (64%) human resources managers say they've misjudged a candidate's fit with their company's work environment. Last, but not least, mention that you really look forward to being part of the team.

3. Summarize why you're the best candidate for the job

To end on a high note, restate your **UVP**, i.e. your **UNIQUE VALUE PROPOSITION** at the end of the interview. After all, you're not the only candidate competing for this position, so you want to shine a giant spotlight on your talent and demonstrated deliverables! In a couple of sentences, talk about the key skills and

experiences you bring to the table. **Pro tip:** Make sure your key selling points are linked directly to the company's stated hiring requirements.

4. Find out next steps

This sounds like a no-brainer, but a lot of job candidates forget to ask what the next step of the hiring process is. You've got to walk out knowing what to do next. This is THE PERFECT TIME to inquire about the pace of the hiring process (*which is critical for timing the arrival of your post-interview thank-you note*). In addition, ask if there's anything else you can provide, such as references or work samples. Most important: Find out the best method to follow up with the interviewer. ("Is it OK if I email you in two weeks if I haven't heard from you?")

5. Send thank-you notes / emails

Surprisingly, three out of four job seekers demonstrate poor business etiquette and won't bother to send a thank-you after an interview. To separate yourself from the 'rest of the herd', take the time to write thank-you emails to each employee — including the receptionist! — you met with during the hiring process, and send them within 24 hours after the interview. (in most cases ... but if you learn that the hiring DECISION won't be made for some time ... hold off. **The benefits of sending the thank-you note are stronger if the note arrives at about the time that they will be making their final hiring decision!**)

To show the interviewer(s) you were engaged, mention specific things you discussed during the interview. The best way to do this is to *write down notes immediately after the interview so you don't forget what you talked about*.

Hone your interviewing skills

Of course, what you say *during* a job interview is equally as important as what you say at the end. Want help crafting compelling answers to common questions? We can help you out with interview insights, strategic career advice, and job search tips enabling you become a top-tier candidate. You'll learn the ins and outs of salary negotiation, getting a promotion, and even how to land a higher-paying job.

Let us show you how to leave a positive, lasting impression on every employer you meet.

Mark Berkowitz is the owner and President of [CAREER DEVELOPMENT RESOURCES](#), LLC. Revolutionizing careers since 1985, Mark provides one-on-one career consulting services, résumé building assistance and guidance to help each client achieve not only job advancement, but lasting and meaningful success in their career path as well. A distinguished figure in his field, Berkowitz is one of the top career builders in the country and has been quoted in nearly two dozen books and publications on the topic of career advancement.

Passionate about empowering others to realize their dreams, Mark served as an executive board member of the PROFESSIONAL ASSN. OF RÉSUMÉ WRITERS & CAREER COACHES. He has been helping clients successfully advance in, and/or change their careers for over 36 years. With a Master's Degree in Career Development and four specialized certifications ([National Certified Career Counselor](#), [Certified Professional Résumé Writer](#), [Int'l Certified Job & Career Transition Coach](#), and [Certified Employment Interview Professional](#)), he is uniquely qualified to help you improve your career situation. A recognized expert in the field, he had not only taught in Graduate Schools and led workshops and seminars, but also trained other counselors. Mark served as chairman of the Certification Board for the Professional Assn. of Résumé Writers and Career Coaches and was a founding member of the Career Management Alliance (fkn Career Masters Institute). Additionally, he has shared his expertise in effectively utilizing career assessment tools with graduate counseling students from nearby Fordham University, helping to prepare them for their future counseling careers.

Mark connects with clients locally as well as international clients via the internet. He also provides outreach to high school and college students, presenting career planning and job search strategy workshops.

- Highly regarded with résumés, cover letters, and interview strategies showcased in nearly two dozen books.

• Enjoys an INTERNATIONAL REPUTATION as a “Résumé Guru” by members of the Professional Assn. of Résumé Writers and Career Coaches.

His work appears in nearly two dozen books on résumé /cover letter writing and winning interview strategies. He has been spotlighted on WCBS television in “*Acing The Interview*” and has been named as the “*Professional of the Year 2024*” by the **PODCAST BUSINESS NEWS NETWORK**.



Berkowitz has been recognized as “... *one of the leading résumé writers in the U.S. today*” in Professional Résumés for Executives, Managers, and Other Administrators. Wendy Enelow, President of the Career Masters Institute has acknowledged Mark as “... *one of the most talented career counselors I have ever met.*”



You can contact him at 1+ (910) 833-5013 or cardevres1@gmail.com to find out how he can assist you in launching your career into a higher orbit.

*See how you can benefit from professional expertise
instead of suffering from your career mistakes.*