

Course stage:	Seventh Week
Topic:	How to Close Interview Effectively
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How to Close Interview Effectively

"When do I start?"



That's about as aggressive as you can get at the close of the interview. It may knock the interviewer for a loop, and might appear to be overly aggressive, but some people think of it as "closing the sale." And for some people it has worked. For others, this approach may not be comfortable or have a negative same effect.

Whether you are aggressive, passive and polite, or somewhere in between, will depend on your personality, the interview situation, and the job for which you are applying.

Closing Points



Regardless of your style or how you choose to close the interview, here are some key points to keep in mind:

Leave your interviewer with the right picture of you. Think of at least five skills or traits you want remembered after the interview. Choose something "concrete." When you answer with, "I



have great communication skills, and I am a hard worker," you will not stand out. Example: "I have two skills that are distinctly different but that define my personality. I am a very good pianist and an excellent 'computer guy.' I'm known for my love of keyboards."

Ask if there is anything else you can provide. Examples include references, transcripts, background information, and samples.

Example: "Is there any other information that I can provide that would convince you that I am the right person for this job?"

State your interest in the position. Sound interested and tell what added value you can bring to the job. Example: "From what you have been telling me about this position, and from what I know about your company, I know that I have the right mix of experience and education to bring value to this position. Based on past experiences I can 'ramp up' quickly and be on board with projects within the first few weeks."

Ask about the next step in the process. It's important for you to know the next step for follow up. Ask for the decision date, if possible. Example: "I'm interested in knowing what the next step in the process is and when you will be making a decision so I can follow up."

Find out how to contact the interviewer. If you don't hear back, you will need to know whom to contact and whether the employer will accept calls to check the status. Example: "I'd like to stay in touch and follow up with you in a week or two to see how the process is going and where I stand. How do you prefer that I communicate with you -- email or phone?"

Closing the sale is important, but your closing should be tailored to the position; your personality and interviewing style, and the interviewer. Keeping these things in mind will help you determine which closing is appropriate for you and the situation.

Tips to Seal the Deal



By Caroline Levchuck

Your job interview has been going great, and it's coming to a close. The final few minutes are crucial. You don't want to blow it by saying the wrong thing on your way out the door.

To leave a good impression with the interviewer, your final words and gestures should be enthusiastic and confident.

It's All in the Delivery

Are you unsure how to close a job interview? Take your cue from the interviewer. During the interview, pay attention not only to what the interviewer says but also to how she says it. Notice her body language, tone of voice and level of formality. And then tailor your closing remarks accordingly.

But, no matter how the interview behaves, always be confident. Look her in the eye when speaking. Thank her by name and firmly shake her hand when saying goodbye.

Accentuate the Positive

Use the final few minutes of your job interview to emphasize the skills that make you right for the job. This will ensure that your strengths will be one of the last things that the interviewer hears -- helping her to remember them.

Rehearse your closing so that you are not fumbling over your words. You'll want to sound smooth and natural, not boastful. Start by saying how impressed you are with the company and the people you've met. Then transition into why you'd be a good fit for the position.

End Notes

You should end your job interview on an enthusiastic, but not aggressive, note. Reiterate your interest in the job, but try not to sound anxious or desperate. Instead, express how exciting and challenging you think the role would be -- and what a good fit you'd be for it. Finally, ask the interviewer if there's anything else you can do to show your strengths as a candidate. For example, you can offer to send samples of your work if appropriate.

The Next Step

Don't leave a job interview without knowing the next step in the hiring process. For example, will the company be calling candidates back for another round of interviews? Are they planning to check references? When do they anticipate that a hiring decision will be made? You may also want to ask the recruiter how he would prefer you to follow up with him. Can you call him on the phone, or would he rather that you email him?

Not only will this information help reduce post-interview anxiety, it also shows the interviewer that you're thorough and conscientious.

