

Closing the Interview:

If you are interested in the position, you **must** make definitive, qualified statements that will:

1. TELL the interviewer why you are interested in the position and the company.
2. TELL the interviewer what you can do for the company. Review points in the interview where this is evident.
3. ASK FOR THE POSITION...after you summarize why you are interested in the position and what you can do for the company. ASK QUESTIONS TO ISOLATE REASONS WHY THE EMPLOYER WOULD NOT HIRE YOU. If there are any reasons the employer would NOT hire you, you have the opportunity to find out what they are and overcome them.

Here are two ways to communicate this:

1. "I would like to work for you and your company. What do I need to do to receive an offer?" "When can I start?"
2. "I want the position. Is there any reason why you would not recommend me to move to the next interview?"... Ask for the interview/job/offer!!!

Always express thanks for the opportunity to interview. Ask for a business card for your follow-up letter. Even if you do not want the position, end the interview on a positive note.

Follow-up:

Immediately after the interview, contact your CK Mahoning recruiter.

Send a thank-you letter to each interviewer, highlighting your interest, qualifications, and desire to work for the organization. (E-mail is typically appropriate.)