

Interviewing for a Job: After the Interview

Name: _____

Date: _____

Instructor: Present this short strengths assessment after the student performs a mock interview during instruction or after interviews in the community.

| | 1 NEVER | 2 SOMETIMES | 3 MOST OF THE TIME | 4 ALWAYS |
|---|------------|----------------|--------------------------|-------------|
| 1) After I have had an interview, do I communicate my appreciation to the person who interviewed me by writing a thank you email or letter? | | | | |
| 2) After an interview, do I communicate my appreciation by calling the person who interviewed me and thanking them for their time? | | | | |
| 3) In my thank you communication, do I thank them for their time and tell them I look forward to hearing from them when they have made any decision about the job? | | | | |
| 4) In my thank you communication do I remind them of my contact information? | | | | |
| 5) Waiting for news about whether or not I got a job can be difficult. Sometimes I won't hear anything about the job for quite a while. Am I able to determine the appropriate amount of time to wait before contacting the person with whom I interviewed? | | | | |
| 6) Sometimes I may feel frustrated or impatient when I haven't heard anything in a while. If I decide to contact the person again to ask if any decision has been made, am I able to be polite and professional in my communication with them? | | | | |
| 7) If the person I interviewed with contacts me to say they have made a decision and tells me I got the job, do I respond in a professional manner and thank them for their job offer? | | | | |

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| 8) If I am offered a job and still have some questions, am I able to ask any questions I may have about what the job will involve? | | | | |
| 9) If I need time to make my decision about whether to accept the job, do I politely ask for some time to do this? | | | | |
| 10) If I am given some time to make my decision, do I promptly get back to them with my answer in the time decided upon? | | | | |
| 11) If I decide to take the job, do I let them know, thank them for the opportunity, and ask what I should do next? | | | | |
| 12) If I decide not to take the job, do I let them know in a professional way and thank them again for their time? | | | | |
| 13) If the interviewer contacts me and tells me I did NOT get the job, do I respond in a professional manner and thank them for their time? | | | | |
| 14) If I am told I did not get the job, do I ask that they keep me in mind for any future job openings? | | | | |