



NOTES:

SECTION FOUR: AFTER THE INTERVIEW

Always follow-up with a thank you message to your interviewers. Traditional guidance has been that thank you messages should be handwritten cards mailed within two days. While handwritten cards are nice, email is appropriate and preferred for quick timelines or for organizations that are high technology. Unless initiated by the interviewer, thank you messages are not appropriate via text or social media. If you are in an interview process with multiple rounds of interviews, thank you messages can be sent after each round, but will be different (e.g. a brief email thank you after a phone screen followed by a more detailed thank you after an in-person interview).

IF YOU ARE OFFERED THE POSITION

That's great news! Before accepting the opportunity, make sure you have all of your questions answered and you know the expected timeline for making a decision on whether or not you accept or decline the offer. It is important to take time to think about the position/program, the organization/school, and your personal and professional goals to determine if this opportunity is a fit for you. Once you accept, you have committed to the terms presented and have forfeited the ability to negotiate.

When you receive a job offer it will likely come with information on salary, start date, and basics on benefits. When you receive an offer for graduate school, information on financial aid, teaching or graduate assistantship information, and program specifics may come after acceptance or upon request before acceptance where possible.

Once you accept an offer, **STOP INTERVIEWING FOR OTHER POSITIONS/PROGRAMS**. If you accept an offer, it is unprofessional to continue an interview process for other roles in other organizations and you will likely burn a bridge for future opportunities. Contact the other organizations/programs to let them know you have accepted another offer and are withdrawing from their process.

If you decide to accept an offer do so within the established time frame. If you decide to decline an offer, do so via phone - do not do so via email or voicemail. When declining an offer it is important to remain positive and thank them for the opportunity. The interviewer may have questions about why you are declining the offer, so if asked, be honest but focus on it not being a fit for you.

IF YOU ARE NOT OFFERED THE POSITION

It's ok. Even if you feel that this was the perfect opportunity, it may not have been the right fit. Don't judge yourself harshly when you don't receive offers. When you receive the notification, take the opportunity to thank the interviewer and ask for feedback on how you could improve future applications. It is important to keep moving forward whether that means you continue to apply for other positions, wait a year to reapply for graduate programs, or re-evaluate your goals based on the feedback you receive.