Thank you notes/letters
- Send a thank you note to each individual with whom you interviewed (business cards)
- Each note should be individualized
- Send within 24 to 48 hours of the interview
- Email thank you is acceptable

Evaluate the position and company
- A good fit will lead to a more successful and fulfilling career. Determine if the job is right for you in terms of environment, culture, and location

Potential employment offers may be contingent upon
- Background check, e.g., credit, criminal, employment
- Reference check
- Drug test

Most common reasons for rejection
- Inability to express self clearly and/or poor communication skills
- Uncertainty about future goals and/or career plans or unrealistic goals
- Poor personal appearance
- Lack of enthusiasm or interest in the jobs or organization (failure to ask questions)
- Excessive interest in salary, benefits, and vacation
- Lack of courtesy, maturity, or tact
- Lack of knowledge about the organization
- Lack of confidence or over-confidence
- Evasiveness

Final Tips
- Be prepared to talk about yourself and your experiences, e.g., education, work, volunteer/community service
- Learn to be a storyteller
- Provide specific, concrete examples of results & accomplishments
- Remain positive, enthusiastic, poised and confident throughout the entire process
- An interview is a formal conversation – avoid filler words such as “um,” “ah,” and “you know.”
- Avoid indecisive phrases such as “I think,” “I guess,” “probably,” or “pretty good”
- If you do not hear or understand a question, ask interviewer to repeat or clarify