

## Closing the Interview

Knowing how to successfully close an interview can make the difference between getting the job and being one of the unfortunate individuals who receives a rejection letter in the mail. While much attention is given to the matters of how to write a resume and cover letter as well as what to expect in regards to interview questions, far too many job seekers are unprepared when comes to knowing how to successfully close an interview. Keep in mind that this is perhaps your last opportunity to demonstrate why you are perfect for the job. Successfully closing an interview walks a fine line between being too aggressive and not being aggressive enough.

It's always a good idea to bring along some questions that you can ask the interviewer at the end of the interview. This shows that you have more than just a passing interest in the position and truly want the job. If you have taken the time to do your research on the company, this also demonstrates initiative and increases your chances of being hired.

Once all questions have been asked and answered, it is quite appropriate to ask the interviewer when they anticipate making a hiring decision as well as what the next step in the interviewing or hiring process will be. Make a point to ask the employer for a business card so that you can have readily available contact information for following up with the employer in the days to come. This will also make it much easier for you to mail the all important interview thank-you letter as soon as you return home.

Also don't forget to shake hands with the employer and summarize how your skills and experience, as well as ambition and desire, make you the perfect candidate for the position. If you're really confident and don't mind taking risks, you might ask "So, is there anything stopping you from offering me the job right now?" This ploy should only be used if you feel the interview has gone well, however. Otherwise you might be setting yourself, as well as the interviewer, up for an embarrassing response.

A much milder version of this tactic would be, "Is there anything else I can answer for you to make a hiring decision?" If you really aren't sure how well the interview went and don't want to waste your time waiting for a call that may never come, you could simply ask, "Have I done well enough to advance to the next level of the hiring process?"

This puts all the cards on the table and an employer who appreciates honesty and frankness will reciprocate by letting you know where you stand. If for some reason, you were not the candidate the employer was looking for this may give you a golden opportunity to clear up something that might make you the ideal candidate. Otherwise, at the very least, you won't be spending the next two weeks waiting by the phone and you can begin concentrating on other employment prospects.

In the event that the employer does not offer you a firm commitment and seems to be a bit hesitant about when a firm decision will be made, don't take it as a personal affront. There could be any number of reasons why the employer is reluctant to hire you on the spot-the least of which could be the need to consult with superiors. It's important that even if you are disappointed about not receiving a job offer on the spot that you remain positive, upbeat and confident. Finally, take the time to thank the employer for meeting with you. Above all, remember to always be professional no matter what happens.

## About the Author

Roger Clark is senior editor at Top Career Resumes who provide free information to job seekers on all aspects of finding a new job and Medical Health News where you can find the most up-to-date advice and information on many medical, health and lifestyle topics.