



Close the Interview

Wrap up the interview like a PRO!

As the interview is winding down, the interviewer will inevitably ask if you have any questions. Not having any is an unacceptable position to take and will certainly ruin your chances of getting to the next step. Asking pertinent questions shows that you have prepared for the interview and are knowledgeable and interested. Prepare a list of questions and follow the five steps in the Call-Back Close, which will come in **“handy”** when you want to end your interview with confidence.

APPROPRIATE QUESTIONS TO ASK

- What characteristics do the individuals who are successful in this position possess?
- Could you describe the normal daily routine for this position?
- Is there a training period? What does it involve? Are there opportunities for professional development?
- How would my performance be evaluated? How often? By whom?
- For a list of questions to ask employers, visit our website at mntechnology.com/employmentservices.

CALL-BACK CLOSE

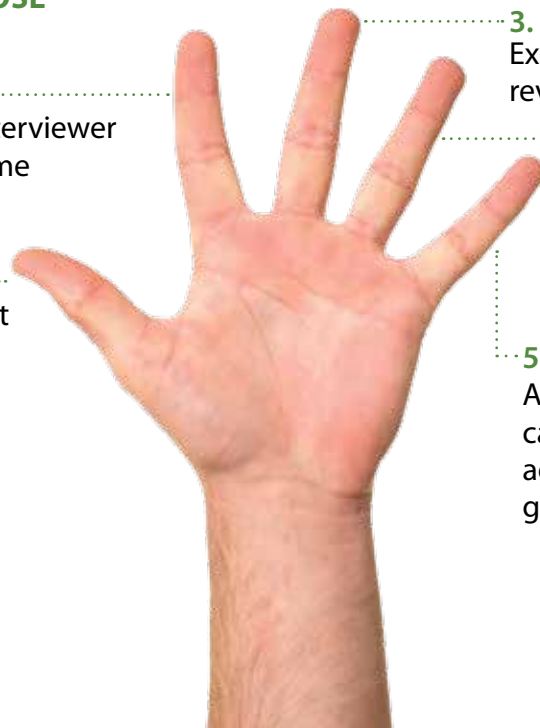
2. INDEX
Thank the interviewer for his/her time

1. THUMB
Ask Questions: At least three and not about salary

3. MIDDLE
Express interest and review qualifications

4. RING
Arrange a reason and a time to call back

5. PINKY
Ask for a business card, say thanks again, and say good bye



The Call Back Close Script



Interviewer: Do you have any questions you'd like to ask?



Applicant: Yes, I made a list of a few questions I wanted to be sure to ask. As a part of my research, I learned that your company has been in business for over 50 years. That is impressive! Are there offices located outside of Oklahoma City?



Interviewer: No, we're locally owned and have chosen to keep our operation here.



Applicant: I see. How long have you been with the company and, if you don't mind telling me, what do you think is the best part about working here?



Interviewer: Well, I've been here just over 12 years, and I like the way the company is run. It's a real "family" kind of business, and they treat their employees well.



Applicant: That's the kind of place I would like to work with! I do hope you'll consider me as a qualified applicant as you make your decision to hire. My training at Moore Norman Technology Center has prepared me to do just the job you have advertised, and I'm excited about the possibility of putting those skills to use in your company.



Interviewer: We have had a lot of applicants, but you've done well in this interview. We may be calling you back.



Applicant: That would be wonderful. I do want to thank you for taking time out of your day to interview me. It has been a great experience. Would there be a good time to call and check on the status of the position?



Interviewer: I imagine we will be ready to make a decision sometime after Wednesday of next week. You can call any time after that.



Applicant: Great. Well, I want to thank you again. By the way, do you have a business card?



Interviewer: Sure. Here you go.



Applicant: I look forward to hearing from you!

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