AFTER THE INTERVIEW
**WHAT TO DO AFTER THE INTERVIEW**

**Send a Thank-You Letter, Card, or Email**
Immediately after the interview, write to the person who was responsible for organizing the interview process (sometimes a secretary or recruiting coordinator). Or write to the one person who seemed most in charge and in that letter thank the others; either is correct. Include references to details of your visit in the letter so that it does not sound like a form letter that you send after every callback-interview. *If you choose to write to each of your callback interviewers make sure that the letters you send to people in the same firm are not exactly the same as there is always the possibility that they will compare notes.* Send the letter as soon as possible after the callback interview.

Handwritten thank you cards (if you have nice handwriting) and typed letters are appropriate for thank yous. If you have been communicating with the employer/interviewer by email throughout the interview process, email can also be appropriate for a thank you. However, because of the natural tendency to be more casual in email communications, make sure you proofread thank you emails thoroughly. Print out any email and read it before sending to make sure your tone is appropriately professional. Remember, if you’ve made a good impression during an interview, you don’t want to ruin that impression with a thank you note that contains a typo!

**Monitor Status Tactfully**
Job offers are not usually made during the interview. If you do not hear from an employer within a reasonable time after the date specified for a decision (usually two to four weeks following the interview, depending on the situation), you may call to ask about the status of their deliberations. Do not be over-anxious, and be careful not to call repeatedly or place undue pressure on the employer. When you receive an offer, inquire when they need a decision and suggest when you will get back to them.

**Acknowledge Any Job Offer Immediately**
If you receive a job offer, immediately affirm your interest, and ask the date by which you are expected to respond. Most organizations have a timetable and expect you to respond, either with an acceptance or a rejection, by that date. Keep in mind that many employers expect quick responses, especially smaller offices eager to fill vacancies. The National Association of Law Placement sets standards for the timing of offers and acceptances with large firms. See the NALP Part V guidelines for specific deadlines by going to [www.nalp.org](http://www.nalp.org) or see Section 10 of this handbook.

**Respond To Job Offers Appropriately**
Timing and tact are critical when you have received an offer and the employer wants a decision, but you may be waiting to hear about another job you would prefer. What can you do? You can ask the first employer for an extension of the time by which they want your decision. Be careful how you present that request. Do not give them the impression that they are a poor second choice. You can also explain to the undecided employer that you have another job offer but would prefer working with them and request that they let you know their decision as soon as possible. Here, too, be careful of your presentation. Their individual time constraints may still result in your having to make a decision in the first position without knowing about the second.

When you are in the fortunate position of having more than one job offer and must reject all but one employer’s offer, use the same tact and finesse that you would want from them. Carefully prepare what you will say, and be gracious. You never know what the future will bring. Some day you may have the opportunity (and desire) to work for them.

See a career counselor if you have further questions about job offers, and remember to consult the NALP rules on timing of offers and acceptances.
Dear Mr./Ms. __________:

I very much appreciated the opportunity to interview with you on [date]. The information you shared with me about [law firm or organization name] was extremely useful and I am excited about the possibility of applying my education and experience to the position we discussed.

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

[Written Signature]

Your name typed

THANK YOU LETTERS, CARDS, & EMAILS

Always send a thank you in one form or another. If you send a letter, it should be typed using standard business format on 8 ½ x 11 inch paper.

If you send a thank you card, it should be handwritten. Make sure your handwriting is legible and error-free.

If you are in a hurry, feel free to send an email, but, again, make sure it is error-free.

NOTE: The above letter should be sent after visiting an employer’s office. After callback interviews, you may send one letter to the person who invited you to the callback interview, the recruitment coordinator, or whichever interviewer seems most appropriate and ask that person to thank all your interviewers. You may send a thank you letter or card to each person who interviewed you, but this is not expected. If you do send multiple letters or cards, however, they must be different from one another.
Dear Mr./Ms. ___________:  

I am very pleased to accept your offer [state offer] as outlined in your letter of [date]. [Include all details of offer—location, starting salary, starting date.] Please let me know if there is further information or documentation that you require prior to my starting date.

I look forward to working at [name of employer].

Sincerely,

[Written signature]

Your name typed
Dear Mr./Ms. __________: 

After considerable thought, I have decided not to accept your offer of employment as outlined in your letter of [date].

Thank you for your time, effort and consideration.

Sincerely,

[Written signature]

Your name typed

OR:

Dear __________:

I am very pleased that you have offered me a position. However, I have accepted another offer. [Or, However, I am unable to accept your offer at this time.]

Thank you for your time and consideration.

Sincerely,

[Written signature]

Your name typed