

A woman with long, wavy brown hair, wearing a bright red sweater, is seated at a wooden table. She has her arms raised behind her head and is looking off to the side with a thoughtful expression. The background is a softly blurred indoor setting, possibly a cafe or office. The image is overlaid with a large blue diagonal arrow pointing from the top-left towards the bottom-right. Various colorful triangles (teal, blue, orange, purple, pink) are scattered across the image, some overlapping the arrow and the woman's sweater.

PART 3: WHAT TO DO AFTER YOUR JOB INTERVIEW

NEXT STEPS – WHAT YOU SHOULD AND SHOULDN'T DO AFTER YOUR INTERVIEW



Well done – your interview is now over! So, what's next?

While you're waiting to hear back from your interviewer or recruiter, follow these dos and don'ts:

DO



REFLECT ON HOW THE INTERVIEW WENT

Firstly, congratulate yourself! Having taken a moment, it's time to consider your impressions of the interview. Was it what you expected and did it match what you prepared for?

Identify what you did well and where there's room for improvement. Can you repeat or build on what went well in future interviews? Contrastingly, what can you better prepare for?

What were your thoughts on the interviewer and the hiring company? Were you happy with the answers they provided to your questions?



TALK TO YOUR RECRUITER STRAIGHT AFTER THE INTERVIEW

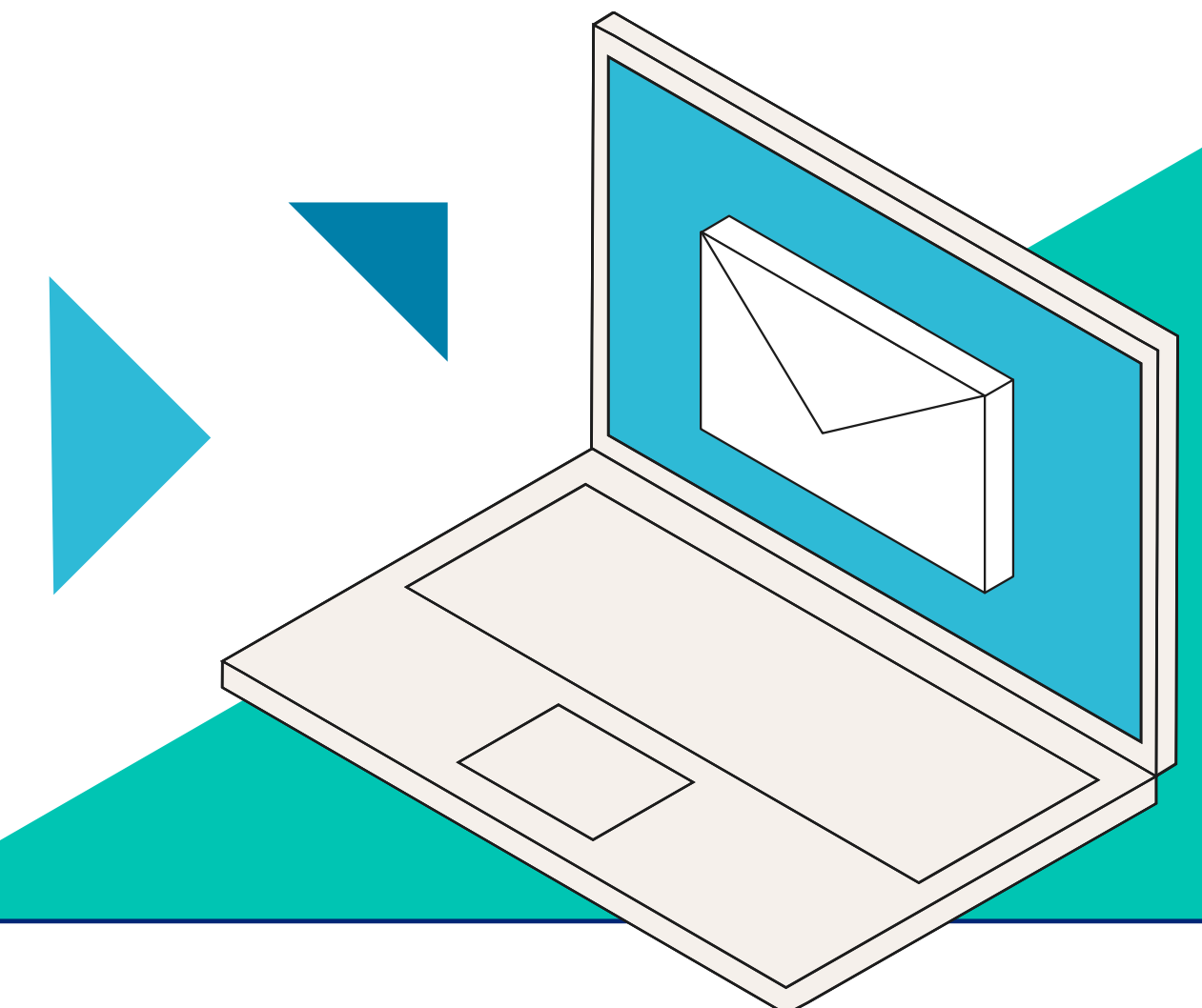
Following on from your interview, speak to your recruiter as soon as possible and provide feedback on how you think the interview went, whilst it is all still fresh in your mind.

Reiterate your enthusiasm for the role and how much you enjoyed meeting with the interviewer. This will be relayed to the company and will work in your favour. Ask the recruiter for feedback if they have this yet. If not, then politely try to get an idea of when you can expect to hear back.

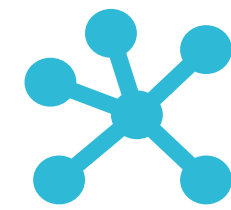


GIVE YOUR REFERENCES A HEADS-UP

Your references should be aware that they are being used as a reference, but drop them a note to remind them and ask them politely to keep an eye out. Ensure you thank them after they have provided this.



DON'T



CUT TIES WITH YOUR RECRUITER

If you are not successful following this interview, then don't lose hope and certainly don't cut ties with your recruiter. Thank them for their support so far, and get as much feedback as you can as to why you weren't successful. Be sure to take this on board ahead of your next interview.

Your recruiter is a valuable ally to have during your job search, and it is important that they get to know you and what you're searching for in your career. So, work on building a professional rapport with them, and connect with them on LinkedIn.



BE TOO OBVIOUS

Just because a new opportunity is on the horizon, that doesn't mean you should clock off and let your performance drop within your current role. Ensure you are mindful of your focus and diligence.

It is important to maintain both your reputation and relationship with your current company. You don't know how much longer you will be working there, and even if you are offered another role, you never know when you might need their help in the future – such as by providing you with a good reference.



LOSE TRACK OF WHO YOU HAVE INTERVIEWED WITH

Keep a spreadsheet or list of the names of the companies, hiring managers and job titles which you have or plan to interview with.

Make sure this spreadsheet is up-to-date so that you are clear where you are at in the application process with each role, and always review that list before picking up the phone or sending that email.



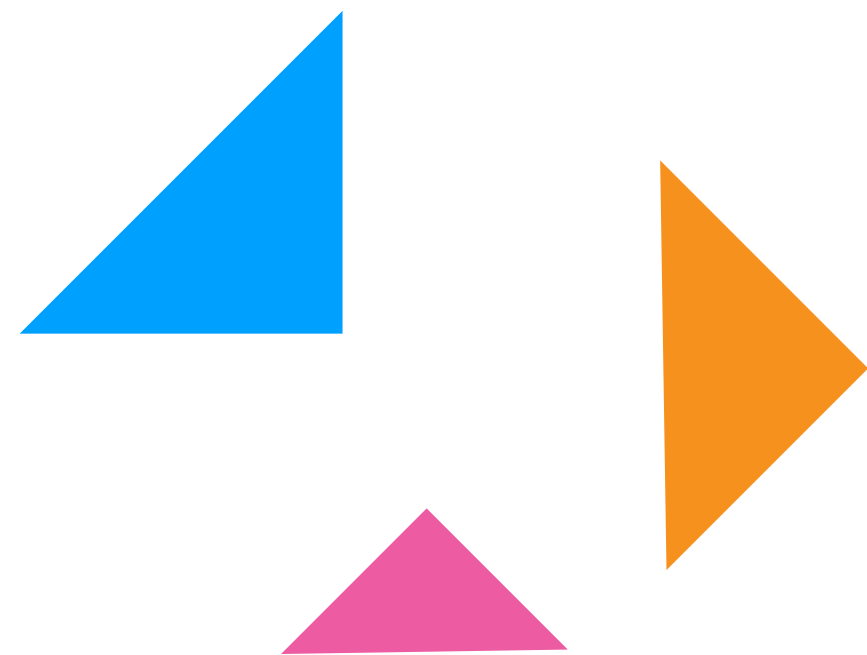
CALL OFF THE JOB SEARCH

However well this interview went, do not by any means cancel any other upcoming interviews you have scheduled for different roles, or give up the job hunt on this basis alone.

Think about what is making you so keen for this specific opportunity, and use these key points to steer your search for similar roles.

For more advice on what you should and shouldn't do after your interview, read our [blog](#).

ASK YOURSELF THESE FOUR QUESTIONS TO DECIDE IF THIS IS THE RIGHT JOB FOR YOU



1

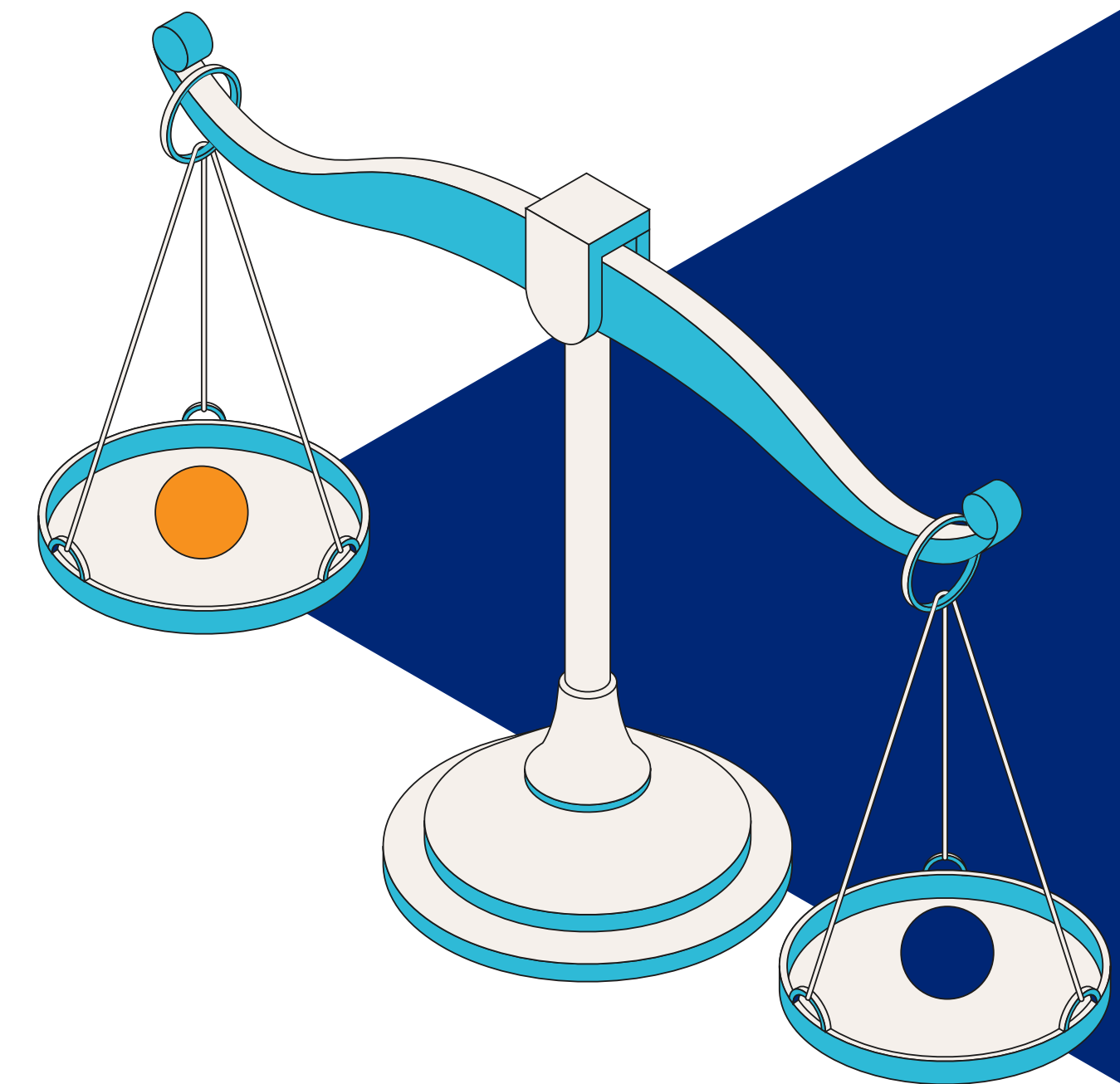
DO YOU FEEL EXCITED ABOUT THE JOB?

- Now you have been to the interview and found out more, can you honestly say this opportunity would push you to your full potential?
- How does it fit in with the career plan and objectives you first set out when you embarked upon your job search?
- How did you feel when the interviewer was explaining the role in more detail; did you feel excited, and like this is the challenge you have been waiting for? Did you find yourself asking more questions about the opportunity?
- Does this new role have what your current one lacks? Think again about your reasons for wanting to leave. Be factual about what you want from a new role – will this job provide those things?

2

IS THE COMPANY RIGHT FOR YOU?

- How did you feel about their purpose, values and culture?
- Would you feel proud and passionate about working there?
- Does their company “personality” suit your personality?
- What were your first impressions of potential colleagues (if you were introduced to them)?



ASK YOURSELF THESE FOUR QUESTIONS TO DECIDE IF THIS IS THE RIGHT JOB FOR YOU



3

WHAT DID YOU THINK OF YOUR POTENTIAL NEW MANAGER?

- How did your potential boss come across during the interview?
- Were they a strong communicator?
- Did they explain the job and their expectations for the role clearly?
- Did they listen to your answers, and were they encouraging and receptive to what you had to say?
- Did they answer all of your questions fully?
- Were they approachable and welcoming? Did you feel comfortable talking to them and asking them questions?
- Did they seem passionate about their job, their team and the company?
- Were they interested in your ambitions for the future, and what you hoped to achieve if successful in this role?

4

WHAT IS YOUR “GUT” TELLING YOU?

- Your gut feeling isn’t just a suspicion; it is your intuition telling you that a certain decision is for the best, even if it doesn’t make complete sense at the time.
- If you walked away from this interview feeling more excited than when you walked in, even though certain boxes in your “perfect job” criteria remained unchecked, then that’s your instincts kicking in, and you should pay attention to them.
- But ensure you pair this gut feeling with facts and logical thinking. When we feel enthusiastic about things, our rational thinking can be ignored. So, make sure you don’t get swept away with your excitement.

Find out more by reading our [blog](#).



IS THIS JOB RIGHT FOR YOU? ANSWER THESE FOUR QUESTIONS



1. DO YOU FEEL EXCITED
ABOUT THE JOB?



2. IS THE COMPANY
RIGHT FOR YOU?

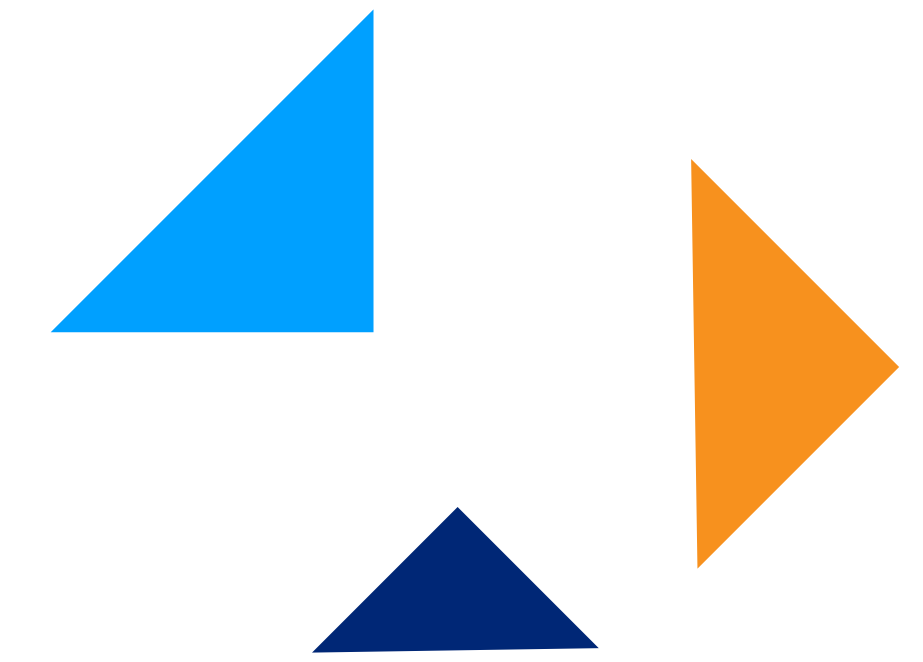


3. WHAT DID YOU THINK
OF YOUR POTENTIAL
NEW MANAGER?

4. WHAT IS YOUR "GUT"
TELLING YOU?



SIGNS THAT YOUR INTERVIEW WENT WELL



1 ▶ You were in the interview for longer than expected.

5 ▶ You feel excited about the company and the role.

9 ▶ You were asked “closing questions” at the end– such as questions surrounding your notice period and when you would be able to start.

2 ▶ The interview felt conversational

6 ▶ Your questions were answered in full – this shows the interviewer was eager to sell you the opportunity.

10 ▶ The interviewer was clear about the next steps.

3 ▶ You were told what you would be doing in this role – for example “in this role, you would be expected to...” as opposed to “the successful candidate would be expected to...”.

7 ▶ You were introduced to your potential new colleagues.

11 ▶ The interviewer gave good feedback to your recruiter.

4 ▶ The interviewer seemed engaged – consider their body language and their responses.

8 ▶ You were introduced to senior decision makers.



Read more about the signs your interview went well in our [blog](#).

WHAT TO DO IF YOUR INTERVIEW WENT BADLY

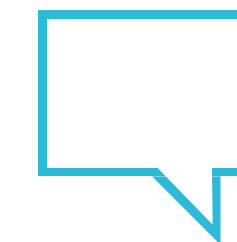
If you think your interview didn't go very well, then don't worry. You may well be able to salvage the situation, or at least make the best of it, by following these steps:



1. WRITE DOWN AN HONEST ACCOUNT OF HOW YOU FELT THE INTERVIEW WENT

Do this in chronological order – start right at the beginning of the day, and end with the final point of your interview. This will allow you to offload your many thoughts and feelings about the interview so you can recollect more clearly how it went.

Once you've written everything down, it will be easier to pinpoint the mistakes you made during the interview. Did you forget to prepare questions to ask at the end? Did you ramble too much with one of your answers? Did you accidentally speak negatively about your last employer? Whatever it was, identify how the mistakes happened so you can avoid them for next time.



2. GIVE BALANCED AND PROFESSIONAL FEEDBACK TO YOUR RECRUITER

Now that you have a clear recollection of the interview, you should speak to your recruiter. It is worth letting them know from the get-go that you don't feel the interview went as well as it could have.

When feeding back about your performance, it's important that you're honest, but also that you aren't too negative in the language you use – or cross the line from self-aware to self-deprecating. Be sure to also highlight the lessons you have learnt.

FOR EXAMPLE, INSTEAD OF SAYING:

"This was a really bad interview. I completely messed up one of my answers. I wasn't expecting the question, so I just rambled and talked absolute rubbish."



YOU MIGHT SAY SOMETHING LIKE:

"One of the interview questions caught me off-guard. Having never been asked this in an interview before, I rambled a bit. Next time I'll draw a few deep breaths and perhaps ask for a couple of seconds to think about my answer."

WHAT TO DO IF YOUR INTERVIEW WENT BADLY



3. TAKE YOUR RECRUITER'S FEEDBACK ON BOARD

Once you have fed back to your recruiter, listen to what they have to say. They have plenty of experience in coaching jobseekers for interview situations and gathering feedback from their clients, so they will be able to provide you with some advice.

The recruiter might also have some feedback from your interviewer, so remember to listen carefully. If they picked up on some of your slip-ups, don't panic. Let the recruiter know the reasons you think you made these mistakes, and how you will avoid them in the future. This shows self-awareness and honesty – both valuable traits, and both of which can be fed back to the interviewer.

Remember to take note of positive feedback, and don't be too hard on yourself.

If you're looking for more advice for dealing with a bad interview, then read our [blog](#).



4. KEEP CALM AND CONTINUE YOUR JOB SEARCH

In the stressful 'limbo' period that is waiting to hear back about your success in the interview, it's important that you keep calm and positive.

Don't give up on your job search whilst waiting to hear back. Relax, spend some time with family and friends who can boost you up, and then get ready to bounce back and carry on looking for new roles.



WHAT TO DO IF YOU'VE BEEN INVITED BACK FOR A SECOND INTERVIEW

Firstly, congratulations if you're reading this section of your Interview Guide! That must mean you've been invited for a second interview, so well done. But how will this differ from the first?

WHAT FORMAT WILL THE INTERVIEW BE?

Don't assume the format of your second interview will be the same as the first. You may be prepared for a one-on-one interview, only to be faced with a **panel of stakeholders** on the day. Check with your recruiter how many people are interviewing you and how the interview will be formatted.

If there are more people involved in this second interview than your first, during the meeting, remember to interact with everyone in the room and not just those who are asking you the most questions. Remember everyone's name and address them as such.

You may also be asked to undertake a task or test – something which would test your proficiency for the role. Again, ask your recruiter about this as they will be able to advise you on anything you should prepare or practise before the interview.

WHO WILL YOU BE MEETING IN YOUR SECOND INTERVIEW?

At the second interview stage, you will most likely be meeting someone more senior within the business; the person who will ultimately have the final say on the hiring decision.

You may also be introduced to more team members, meeting some of your potential colleagues.

Before your interview, confirm with your recruiter who will be conducting the second interview. This will allow you to research them beforehand online, be it on LinkedIn or via the company website (following the **same steps** we covered earlier in this guide that you used for your first interview).



WHAT TO DO IF YOU'VE BEEN INVITED BACK FOR A SECOND INTERVIEW

WHAT IS THE INTERVIEWER TRYING TO ASSESS?

The main differences between your first and second interviews lie in the objectives of the interviewer. The key information they are most likely looking for in a second interview is:

1. Your level of interest in the role and organisation

Your level of enthusiasm is directly linked to how well you would perform if you were offered the role, so if you are still keen make sure this comes across.

2. Do you have the skills required?

Prepare for competency-based interview questions by revisiting the core requirements of the role, plus some examples of times you have showcased these skills. You should also double-check with your recruiter to see if you are required to share examples of your work or prepare any presentations.

3. Are you the right 'fit'?

You could be asked questions surrounding your hobbies and interests, how your friends would describe you, and what type of culture you prefer to work in. As you answer these questions, it is important that you remain authentic and honest - after all, the second interview is your chance to critically assess how good a 'fit' this organisation is for you too.

4. Addressing and resolving any reservations or doubts

Try and recall any recurring questions that they asked multiple times but phrased in different ways. This may be reflective of a concern that they were trying to clear up.

5. Your availability and salary expectations

Have this information ready. If you are unsure of how to negotiate your salary, check out our [Salary Guides](#).

KEEP IN MIND THE FACT THAT THIS EXPERIENCE HAS BEEN **VALUABLE**, NO MATTER WHAT **THE OUTCOME**

CONGRATULATE YOURSELF FOR GETTING THIS FAR

You must appreciate that you have learnt a lot during this process, and have also increased your employability along the way.

You now have answers prepared and practised for questions such as “Why should I hire you?”, which are going to come in useful in many future interviews. Your answer to this question can also act as a great reminder to yourself of the value you bring.

You also now have an **up-to-date CV**, which you are confident to talk through – something that is useful in both your professional and personal life.

Apply your growth mindset to this experience; after all, you will have got a lot from this interview process, no matter the outcome.

FURTHER JOB SEARCH ADVICE

At Hays, we are your lifelong career partner, so can support you throughout each stage of your job search.

YOU MAY FIND THE BELOW ADVICE USEFUL:

- [Creating and updating your CV](#)
- [Finding your perfect job](#)
- [Accepting a job offer](#)
- [Starting a new job](#)
- [Get in touch with your local Hays team](#)

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