

Things to consider after the interview

	We do this well	Needs work	We cannot or should not do this at this time.
1. Provide constructive feedback to unsuccessful candidates. Discuss opportunities to support them in achieving their career goals.			
2. Write a letter to the successful candidate that outlines why he was successful and what his strengths are. Include the letter with the offer of employment or give it to the candidate on his first day.			
3. Get back to the candidate in a timely manner or keep her in the loop regularly.			
4. Give the candidate a tour of your facility on her way out.			
5. Check references in a timely manner.			
6. Give the candidate an opportunity to give you feedback on the interview process.			
7. Give the candidate a token of your appreciation for his time and interest in your organization. (Could be a mug, organizational information, pen, or thank-you card drawn by a child.)			