

Any Questions? Savvy ways to end a job interview

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Who are you? Where have you been? Why do you want to work here? What are your strengths? What are your weaknesses? You have answered every interview question perfectly. You are about to leave the office with a job offer practically following you out the door when the manager says, "Do you have any additional questions?"

Open your mouth now and you could lose everything: the offer, your self-esteem, your future... Okay, it might not be that consequential, but job offers can be sacrificed on this question alone. Think about it. If you say, "No," then you might come across as not curious, not interested, not thinking. If you make something up on the fly, you might say something you shouldn't or you might bring up a topic you didn't mean to broach in this conversation. However, you will be asked this question. So plan for it, and, as you did with every other question in the interview session, answer it honestly.

Option A: It's okay not to have any further questions. When your interviewer asks, just consider the question, look at your notes briefly, smile and make eye contact. Say, "No, thank you. You've answered all my questions. I appreciate your time."

Option B: If you do have further questions, recognize that the interviewer is wrapping up, so be concise. One more quick question or a brief clarification might be helpful to you, but don't feel you have an invitation to another hour of chit chat. You don't. Smile, make eye contact, and ask the question. Hear the answer and say, "Thank you."

Whether you go for A or B, your next line is the one that stands out with the hiring manager. Choose from one of these, or create your own, but definitely plan ahead and know what you want to say. This is a moment that matters. Ask, Is there anything I've forgotten to ask? How do you feel my skills/strengths/personality fit in with the needs of the team? With the personalities of the team? When will you be making a decision? Do you feel you can recommend me for this position? Is there anyone else I should meet? Where will I sit? (This last one is a show of extreme confidence and should be used only with extreme discretion).

Now, it's time to go. You are on your way out, your hand is on the door knob, the interviewer is pushing you forward. This is when you turn around and say, "Thank you, again, for meeting with me. I'll look forward to hearing from you soon." People from Minnesota (myself included) tend to linger in the doorway saying multiple goodbyes. Don't. The manager's decision is already made and nothing you say now can help you. Just smile again, shake hands, let your interview end, and look forward to your next conversation.

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