

# What to Do After Your Job Interviews if You Are Interested in Two Jobs

by Jan Archer, Demand Media

During the job-hunting process, you might find that you're interested in more than one position -- especially if you're applying for jobs in your chosen career field. Throughout the interview process, you should follow common etiquette following all interviews to maintain goodwill with each employer. A few strategies will help you handle the situation if more than one position suits your fancy.

## Following Up

Regardless of how the interview goes, always follow up an interview with a thank-you letter or note, which can be hard-copy typed, handwritten or emailed. If the interview was formal in nature, it is usually best to go with a hard-copy typed letter. You can send this in conjunction with an email, particularly if you know your interviewer is traveling. Make sure to include your name, the position for which you interviewed, and when and where you interviewed so that your interviewer can identify you from the letter. Thank each interviewer for hosting the interview -- and let each know that you look forward to hearing a decision. Include your contact information. If you are interested in several jobs but have not received offers yet, do not mention that you are interested in another position. Wait until you receive actual offers to reveal that information.

## Handling Offers

If you receive an offer for one job but are interested in more than one position, thank the person making the offer, but request some time to consider it. You do not need to reveal that you are waiting to hear back about another job, as you may not receive that offer. If you receive two job offers, you can tell both employers that you would like time to consider the options.

## Making a Decision

According to Lisa Quast at Forbes.com, a three-step process can help you make a decision between two different job offers: First, brainstorm the things about a job that matter to you most. These could be salary, promotion structure, flexibility of schedule, work environment, or the stability of the company. Next, prioritize the top five items from your list, with one being the most important and five being the least. Create two columns next to your list of five priorities, and analyze which job provides each one most fully. When you complete this process, you should see which job offers your most highly prioritized features.

## Refusing an Offer

When you refuse an offer, contact the employer through the same means of communication you were using. For example, if your last discussion with the interviewer occurred via the phone, call the interviewer to refuse the offer. First, thank her for the offer and the opportunity to consider the job. Then, explain that you chose another opportunity that is more fitting for you at this time. Avoid discussing the cons of the job offer and the reason you decided to turn down the position you're discussing. Make each statement positive and geared toward the future. This way, you maintain goodwill with the employer and avoid creating a bad reputation for yourself. Make this call as soon as you accept the other offer and solidify the opportunity. Finally, celebrate your success and prepare for your new job.

