

Network to Work Meeting

Resource Materials - December 2015

Tips for Following-Up after a Job Interview

Your role in the job search process doesn't end with the interview. Following up after the interview in a professional manner is crucial if you truly want to land the job. So here are rules and suggestions regarding how to show your interest without seeming desperate:

1. At the Interview itself:

As the interview is ending, ask about the timeline for the employer's next steps in the hiring process. Specifically, ask when they expect to make their decision.

If possible, get the business card of each person who participated in your interview. If no card is available, be sure to get the correct names and titles of all the individuals who interviewed you. ***If the employer hasn't mentioned this, you should also ask about the best time, method, and contact person for follow up.***

Finally, don't forget to reiterate your interest in the job and the company.

2. Before you get home:

Once you leave the site of the interview, ***write down*** everything you can remember about the interview and what was said by each interviewer.

- Focus on what they seemed to like or reacted positively to.
- Did you hear or sense any concerns? Write those down.
- Did anything come up that you might want to research and mention in your follow up?
- How about sports teams or other shared interests?

3. Thank you notes:

Within 24 – 48 hours of your interview write a personal thank you note to ***each*** person who interviewed you. This is a must! Why?

- It impresses employers and shows them respect.
- It indicates you understand professional courtesy.
- It provides another opportunity to be in front of the interviewers & remind them who you are.
- It allows you to mention anything you forgot to say in the interview, and to clarify things you might have said poorly.
- It demonstrates your communication skills.

It's recommended that you write a **separate note** (or email) to each person. Ideally the content of each note should be a little different for each person. Perhaps you can respond to a comment made by each person in the course of the interview.

Handwritten? Emailed? Typed? Don't worry about the format as much as choosing a method that is best for reaching the people who interviewed you. Consider using the same format that was used for your last contact with the employer. For some it may be email; for others, regular mail may be better. A CareerBuilder survey says that nearly 90% of employers feel an emailed thank you is okay. In some cases you may want to immediately send an emailed thank you note, and follow up with a hand written note (that says something different).

What to say? Show appreciation for their time and their interest in you. Reiterate some reasons why you believe you are a strong candidate for the position. Also, be sure to proofread for errors, misspellings and typographic errors. If spelling isn't your best skill, ask someone else to review the note for you.

Thank You Do's and Don'ts:

- DO highlight the things the employer seemed to like about you;
- DO cover anything positive you forgot to mention in the interview;
- DO express your skill in any area the employer seemed to be concerned about;
- DO keep it short; just one page / a couple of paragraphs;
- DO proofread it very carefully.

- DON'T send a generic, canned thank you;
- DON'T claim to have experience or qualifications that you don't;
- DON'T provide a thank you note as you leave the interview.

4. Phone calls and written inquiries:

If you don't hear anything back from the employer after your interview and sending your thank you, it is important to **follow up with a phone call or email** to ask where they are in their hiring process.

The timing of this contact should be in line with statements made at the end of the interview regarding the next steps in the hiring process. Reiterate your interest and gently remind them of your strengths and skills.

If you don't hear anything in another week or two, one more follow up inquiry is okay. After that, only call again if the employer asks you to. The squeaky wheel gets the grease but too much squeakiness is annoying!

A well-written follow up note is a reasonable alternative to a phone call. In either case, take a friendly tone, not an accusatory or demanding one. Be friendly, conversational and polite, but also concise and to the point.

DON'T say "You indicated you would get back in touch with me and I haven't heard from you".

Instead, DO say:

(In cases where you asked or were provided with a timeline, you might say this):

- *"In our last conversation you indicated you hoped to make your hiring decision by X date, and I'm following up to see where you are in that process." OR*
- *"You mentioned that you'd be finalizing your decision for the administrative position this week. I'm eager to hear when you have an update. Please let me know if there's anything I can provide to assist you in your decision-making process." OR*
- *"You mentioned that you were hoping to be ready to move forward on the Communications Assistant position by the end of the month, so I wanted to check in with you. I'm very interested in the role, even more so after our last conversation, and would love to know what your timeline looks like moving forward."*

If you didn't think to ask for a timeline in your interview, wait a week or two before checking in, and write something like this:

- *"Hi Jane, I wanted to touch base with you about the Communications Assistant position. I'm still very interested in the role. Do you have a timeline you can share for the next steps in the hiring process?"*

4. Time to let go.

If you've been waiting patiently without any response from the company, eventually you will have to move on. [Chris Fields](#), a human resources consultant and expert resume writer at [ResumeCrusade.com](#), reminds job seekers that focusing on other opportunities is the best way to move forward. "Don't take it personally; just move along. You never know what is happening internally at a company. Here is my rule of thumb: Follow up once, and if you receive no response, follow up once more. If you still don't hear anything, move on. . . . If the company wants to hire you, they will contact you, whether it happens a week later, a month later or even several months later."

Sources :

<http://mashable.com/2014/02/22/interview-follow-up/>

<http://www.quintcareers.com/interview-follow-up-dos-donts/>

<http://money.usnews.com/money/blogs/outside-voices-careers/2013/10/28/what-to-say-when-following-up-on-a-job-interview>

http://www.job-hunt.org/job_interviews/interview-follow-up.shtml

http://www.job-hunt.org/job_interviews/job-interview-thank-you.shtml

Sample – an appropriate Thank You **Letter**

Your street address

Your City, State and Zip Code

Date of the letter

Name of the Recipient

Job Title of the Recipient

Name of the Employer

Employer's Street Address

Employer's City, State and Zip Code

Dear Mr./Ms. Last Name:

Thank you very much for the opportunity to interview for the position of *[job title]* yesterday *[or today, if appropriate]*. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience and the requirements of this job. As we discussed, you need someone with strong *[whatever]* skills, and I have extensive experience with *[whatever technology, tool or activity that is important to the job and that you have experience using]*. In addition, my current *[or former]* job at *[employer name or type]* has provided the opportunity to polish my skills in *[whatever]* and *[whatever]* needed for your *[job title]* position.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you next week *[or whenever they said they would be in touch]* and hope to join your staff soon.

Best regards,

[your name]

[Your job search email address and cell phone number]

Source:

http://www.job-hunt.org/job_interviews/sample-interview-thank-you-notes.shtml

Sample – An appropriate Thank You *Email*

Surveys by both CareerBuilder and Accountemps have indicated that an emailed thank you note is acceptable to most US employers (except, perhaps, a very conservative one). As is the case with formal written / printed notes, send a *unique* message to each person who interviewed you because they are often passed around to others who interviewed you.

Use short paragraphs to make the message easier to read if scanned on a computer or mobile device.

(Customize the following sample email by replacing the *italicized* and [bracketed] text with words that apply to you and your situation.)

TO line: Leave empty until you've completed, spellchecked, and proofread the message. Where possible, have a friend or family member check it before sending.

Subject: Thank you for the [Job Title] position interview on [date]

Body:

Dear [Mr./Ms. Last Name]:

Thank you very much for your time today [or yesterday or the date] to interview me for the position of [job title]. I appreciate the opportunity to learn more about this job, to meet you and [names of other interviewers], and to see your facility [or offices, location, etc.].

(Reference anything you said that seemed important to the interviewer. For example:)

[As we discussed, I believe there are many things a personal care attendant can do to meet the unique care and socialization needs of a client. Keeping a client safe, well cared for, and engaged would be a top priority for someone in this job, and I would love the opportunity to bring my personal values and creativity to this position.]

(Reference the "connection" you may have made. For example:)

[I enjoyed finding someone else who attended UVM and also roots for the hockey team. Hope they make the NCAA Division finals next year!]

As we discussed, I have [months or years] of experience with [technology, tools, or activity you have that seemed most important in the interview]. With my background and experience, I believe that I could become a contributor to your team very quickly.

I am excited about this opportunity to join [organization name]. Please do not hesitate to email or call me if you have any questions or need any additional information. I look forward to hearing from you [whenever they said they would be in touch or in 10 days if they didn't give you a date].

Best regards,

[Your name]

[Phone number -- **not** your work number if you are employed]

Source:

http://www.job-hunt.org/job_interviews/sample-interview-thank-you-email.shtml