

Network to Work Meeting

August 2021

RESOURCE DOCUMENT – *FOLLOWING UP*

When should you follow-up?

Much of the job application process involves waiting. The closer you get to the possibility of an actual offer, the more anxious you get to hear more. That anxiety creates anticipation and energy. When you are energized, you want to act. But you need to wait. You need to be smart about how and when you follow up at this stage.

The truth is that there is very little you can do right now that will help your cause. Being overly eager or pushy is (at best) going to seem annoying and (at worst) might actually hurt your chances of getting the job. Remember that the person who interviewed you may be handling many different positions, and if everyone they interviewed reached out to them, their inbox would be inundated with queries.

So, be patient while you wait for a response. There's a chance that an important person in the hiring process is on vacation, or that the person you've been emailing is extremely busy, sick, etc. In addition, the hiring team is also performing its daily job responsibilities in addition to conducting interviews. Therefore, while you want to make sure you're not forgotten, you also don't want to overwhelm. Follow up messages when done correctly can be used as a gentle reminder of why you're so interesting and the very best person for the job.

Finally, if you don't receive a response to multiple follow up efforts, it's probably best to move on to another opportunity. You don't want persistence to turn into being annoying.

Follow-Up Opportunities:

- Application Status Check In
 - What? Unfortunately, employers don't always keep applicants informed about the status of their application, so you may need to reach out to determine your status with an email.
 - Why? Doing so demonstrates your interest in the position, as well as your ability to take initiative. This could help get your resume or application a second look if it was passed over for some reason.
 - When? Two weeks after submitting the application

- Example:

- *Dear [Manager],*

- I hope you are well. I submitted a resume earlier this month for the [job position] advertised in [website/paper]. I am very interested in working at [XYZ Company] and I believe that my skills, especially my experience in [example from resume], would be an excellent match for this position.*

- If necessary, I would be glad to resend my resume or to provide any further information you might need regarding my candidacy. I can be reached at [phone number] or [email]. I look forward to hearing from you.*

- Thank you for your consideration.*

- Thank you note:

- What? A quick email thanking the hiring manager for his/her time.

- Why? It's a great chance to demonstrate your excitement about the job position and your appreciation for the opportunity to interview.

- When? 1 day after the interview

- Example:

- *Dear [manager],*

- Thank you so much for your time yesterday and for giving me the chance to share my interest and qualifications for [job]. I particularly enjoyed learning about how your company has a training program for new employees that gives them an overview of different units and career paths.*

- I look forward to hearing from you.*

- Decision Check-in

At the end of your interview ask the hiring manager when you can expect to hear back from them about next steps. This date will help you determine when it's most appropriate to follow up to check whether a decision has been made.

- What? A short note (no more than 3 paragraphs) to the hiring manager expressing your continued interest and an offer for any additional information you can provide.

- Why? It is a respectful way to ask about their hiring decision and it shows that you are still interested in the job.

- When? 1 week after the decision date mentioned by the hiring manager.

- Example:

- *Dear [manager],*

- I wanted to follow up on my interview on [date] for [position]. I was wondering if you had news to share about the position. I enjoyed our discussion and getting to know more about*

[company]. Of the companies I have engaged with during my job search, I was particularly impressed at your commitment to training and development. I felt that this growth mindset was a good fit with my career aims.

Please let me know if there is any additional information I can provide. I am excited about the opportunity to work with you at [company].

- Update Communication

- What? A short message to the hiring manager to inform him/her of a significant change in your situation or portfolio.
- Why? If you have a major achievement, like a new certification, after the interview took place, then sharing the news could positively influence the discussion about your application.
- When? Anytime between the interview and the decision date given by the hiring manager.

- Feedback request

- What? A brief note saying that you enjoyed the interview process and would like some constructive feedback about your application.
- Why? You may get a specific tip from him/her that can improve your chances at getting a job the next time you interview.
- When? When you are informed the hiring manager has made the offer to someone else.
- Example:
 - *Dear [manager],*
I was disappointed to learn that I did not get an offer following my interview on [date]. I enjoyed our conversation and am impressed with the work that [company] does. I was hoping you could give me some feedback on my interview. I would like to ensure that I present myself as effectively as possible in the future. Any suggestions you could give me would be greatly appreciated.

How can your follow-up stand out?

1. Craft a strong email subject line

- Hubspot says 33% of recipients open emails based on subject line alone, so write one that intrigues your audience. But keep it short, because 40% are opened on a mobile device first, meaning that only four to seven words will be visible.
- The best way to write a subject line for a follow-up email is to simply reply to the latest email thread (that you used to schedule the interview) and leave the previous subject line.

- For example, let's say that this was the previous email subject line: *Interview on Thursday at 10:00 AM*. You should hit "reply" and then the subject line will look like this:
Re: Interview on Thursday at 10:00 AM
- Continuing with the existing email thread and leaving the subject line as-is will boost your email's chances of getting opened faster. The recipient will open your follow-up email because it's clear what the email is about (and it's clear that you're not a stranger or someone cold-emailing them).
- If you don't have a previous email to reply to, then choose one of the following subject lines for your interview follow-up email:
 - Job interview follow-up
 - Following up regarding job interview
 - Interview status follow-up
 - Following up regarding interview results

2. Keep it simple

- Write a short and sweet follow-up email in your job search. Keep the length approximately the same as the examples provided in this resource guide.
- Don't complicate your message. Give a polite greeting, be up-front and say what you want (an update on the hiring process), and then conclude your email politely without any unnecessary "fluff" or filler content.

3. Proofread and Edit

- Whether you send the note by mail or by email, be sure to read through the message carefully before sending it. You are still trying to make a strong impression, so a professional, well-written letter is key, and typos or a misspelled name will hurt your chances.
- If you choose to send an email, send a test message to yourself first to make sure the formatting holds up.

4. Demonstrate value

- Remind them who you are: It's quite possible that your interviewer spoke to dozens of people. Or, perhaps your emailed resume is one of hundreds a recruiter received.
 - Provide a few details to give context to the person you're emailing. You can say things like "We spoke last Wednesday about the marketing coordinator role" or "I submitted my application for the sales position earlier this month."
 - Make it easier for the interviewer to remember you. This is crucial, because he or she may not have the time to look you up.

- Perhaps the two of you shared some interest or detail that you can mention in your letter as well. If no interviewer is involved yet, simply move on to the next bit of information.
- Explain why you are a good candidate: Give a quick summary of why you'd benefit the company, and what you'd bring to the position. Don't make this a long review of your resume, simply hit the high points that you want the interviewer or hiring manager to consider.

5. **Ways to sign-off** your messages (in order of most formal to least):

- Thank you for your time and consideration
- Sincerely
- Best regards
- Thank you for your time
- Thank you
- Thanks for your time
- Thanks so much
- Thanks

What does a follow-up message look like?

Here are some additional examples of follow up messages you might send.

To inquire if a decision has been made:

Hi Mr. Bosse,

I hope all is well. I'm following up to see if you have any status updates regarding the <JOB TITLE> position that I interviewed for on <DATE>.

I'm excited to hear about the next steps, and the role seems like a great fit for my background based on what I learned. Any updates you can share would be greatly appreciated.

Thanks so much,

Timothy Doe

To give thanks for an interview:

Hi Ms. Laydee,

Thank you for taking the time to meet with me yesterday. I enjoyed our conversation about <SPECIFIC TOPIC>, and the <JOB TITLE> position sounds like an exciting opportunity for me at this point in my career. I look forward to hearing any updates as they're available. Please don't hesitate to contact me if you have any questions or concerns.

Best regards,

Sam Sparks

Dear Ms. Lee:

It was a pleasure meeting you the other day and discussing the teaching assistant position at ABC Middle School. I really appreciate the time you took to interview me for the position.

I enjoyed meeting everyone on the sixth-grade team and getting to ask them questions about the teaching assistant position. The more I spoke with you and the team, the more I was convinced that my teaching experience and my passion for small-classroom learning make me a strong candidate for this position.

I look forward to hearing from you next week regarding your final decision. Feel free to reach out to me beforehand with any questions or concerns. Again, my phone number is 555-555-5555.

Thank you again for your time and consideration.

Best,

John Smith

Dear Mr. Townsend,

Thank you for taking the time out of your busy schedule to talk to me about the Senior Programmer Analyst position with Acme Office Supplies. I appreciate your time and consideration in interviewing me for this position.

After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified position. In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is (555) 111-1111.

Thank you again for your time and consideration.

Sincerely,

Joseph Q. Applicant

Sources:

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