

INTERVIEW FOLLOW-UP

Following up with the hiring manager after the interview is one of the most powerful ways to ensure you stay top of mind with that person and become a leading contender for the position.

At the end of the interview, ask strong “next steps” questions to discover the hiring manager’s timeline for filling the position. If the hiring manager gives you a definitive date, be sure to check in if that date passes and you haven’t heard anything. For a cursory “Probably in the next 3-4 weeks,” consider following up in that timeline to reiterate your interest. Be sure to get the appropriate contact information (or a business card) during the interview.

For most job seekers, applying and interviewing with numerous employers for various jobs can be hard to juggle. Keeping a calendar can help you remember when your interviews occurred and help you keep track of your follow-up. Similar to how a good sales person always checks in with a customer, following up is your chance to make her decision in the hiring process easier. For best results, send an email within 24 hours of the interview.

USING YOUR THANK-YOU NOTE

This note is a “thank you” for what someone else did, not a hard-sell pitch for what you want. It serves as an expression of appreciation as well as a chance to show why you are the right candidate to hire – graciousness!

FOCUS ON THE EMPLOYER:

Use the thank-you note template in this packet as a guide for creating your personalized thank-you note. Feel free to alter it as necessary to satisfy the following three goals:

- 1 EXPRESS ENTHUSIASM:** Bring up information discussed during the interview – about the company, department, or role – and express how the discussion reinforced your interest in the role.
- 2 ALIGN TO COMPANY NEEDS:** Accentuate three of the top qualifications you and the hiring manager discussed during the interview. Connect this with the employer needs you discussed during the interview.
- 3 ELIMINATE ANY DOUBT:** Confirm the bottom-line goal the company needs to achieve as a result of your employment. Seal the deal by promising to deliver on that goal.

Remember, this note is going to the person you want to be your future boss, so take five minutes to look for typos.

NEXT STEPS:

Within 24 hours: After the interview, send the hiring manager an email immediately to thank her for the opportunity to interview and reiterate why you think you’d be the right fit for the position. List two or three modified bullet points from your resume that you can align for relevance to the company and position. You can also add any unique points that may have been brought up in the interview (such as a shared hobby, interest, or industry topic that came up). The hiring manager may not respond, but this effort keeps you top of mind.

Within three business days: Differentiate yourself from the other job seekers by sending a hand-written thank-you card in addition to the email thank-you. Use bullets for the same key attributes that make you a match for the position, and mail this card out at least by the next day. Again, this effort keeps your name on top of the pile.

THANK-YOU NOTE TEMPLATE

YOUR NAME

Address | City, State Zip | (xxx) xxx-xxxx | email@email.com | social media URL

[DATE]

Interviewer name

Title

Company name

Street address

City, State Zip

Dear [Mr. or Ms. Last Name],

The first paragraph is a friendly and quick reminder of the interview and any memorable circumstances that will jog the interviewer's memory. This includes the interview date and position, thanking the interviewer/s (and search committee or panel members, if appropriate) for his/her/their time, and anything else that transpired (e.g., tour of the facility, opportunity to talk to other department personnel, etc.).

Briefly review/select three to four key points mentioned during the interview as priorities for the position and connect them to your qualifications. This can be easily accomplished by revising skills and strengths from your resumé and matching them to what you learned about this employer's needs.

- Modify a relevant skill/strength from your resumé to align with this opportunity.
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Thank the interviewer/s again for the time and consideration. Include an enthusiastic reminder of why you are interested in working for the company. Close with a call to action by stating your interest in the next step.

Sincerely,

[Your Name]