

## AFTER THE INTERVIEW

### PROACTIVE NOT ANNOYING WAYS TO FOLLOW UP

The job interview is over. That was easy compared to what comes next. Waiting to hear back. Now is not the time to sit back. You need to continue to take a proactive approach, doing everything you can to show your interest, stay top of mind, memorable (in the right way,) and present yourself as the right candidate for the job. This includes following up in a professional manner.

Waiting will test your patience and following up in a professional manner takes a well-thought out strategy. Follow these tips and you'll show your interest without crossing the line and becoming a pest.

### CREATE A FOLLOW UP TIMELINE

Following up is critical in showing your continued interest in a job opportunity. However, you don't want to hound the human resources or hiring manager for a decision.

- Before you leave the interview, ask about their time frame for making the hiring decision. This will help you to time your follow-up efforts.
- Send a separate and different email to each person you met during the interview process.
- If you haven't heard back within the time frame they've provided, it's appropriate to send an email to the primary contact e.g. human resources or hiring manager.
- You can follow up one more time to learn if they've made a decision—anything more than that is pestering. Make sure these two emails are spaced—two weeks is a good benchmark to use.

### FOLLOW UP AFTER EACH CONTACT WITH THE EMPLOYER

**The first follow-up is a 'reiteration of your qualifications' email not a thank you.**

It is imperative to send a short note within 24 hours to the interviewer or interviewers for their time. This is an important touch point. Reiterate your interest in the position and the company, reference points from the interview that affirm your ability to do the job. This keeps you current in the interviewer's mind and solidifies why you are the right fit.

- Comment and then add 2-3 bullet points on something you discussed during the interview that will allow you to restate your qualifications and confidence in performing the job. People may not read the whole email but they always read the bullet points.
- Take the opportunity to include a third party endorser—a reference. *"I've worked hard to earn the best references. Attached..."*

**Your *can* follow up again when you haven't heard back in the time frame provided.**

In a situation in which the company says they will make a decision by a certain date, and that date goes by without any word after you've sent an initial follow-up note, it's okay to send one more polite inquiry.

- Your email needs to be concise and friendly. Don't necessarily remind them that they haven't gotten back to you, but rather use the time frame provided as the reason for your follow up. Something along the lines of: *"You mentioned in interview, you were hoping to make a final hiring decision by the end of the month, and I wanted to follow up to see where you are in that process."*

Understand that providing interviewees with a time frame is tricky for employers, and you can't predict or control workplace emergencies and situations that arise that could change things.

### KEEP THE LINES OF COMMUNICATION OPEN

You want to stand out and show your interest.

- Send links to recent articles and posts about the industry and/or company. This shows you're keeping the job opportunity top-of-mind and you're staying top-of-mind with them. It's as simple as: *"...I recently read this article about (relevant subject) and thought you would find it interesting as well."*
- Ask to connect via LinkedIn and be sure to personalize your request to connect.

### LEARN WHEN TO MOVE ON

It's not easy to wait patiently for a reply. If the employer just isn't responding to your touch points, there's a point when you just have to move on. Don't take it personally; just move along.