

10 TIPS FOR JOB INTERVIEW FOLLOW-UP



- 1. Reflect on the interview.** What worked? What didn't? What would you do differently next time? If possible, debrief the interview, and your reflection, with a career coach or HR professional.
- 2. Set a reminder to follow-up.** Ensure you know the employer's timeline for making a decision and follow-up at the appropriate time. If you forgot to ask, expect to wait a week before contacting the employer.
- 3. Send a thank-you note.** A [2009 survey](#) found that 15% of hiring managers said they would not hire someone if that individual did not send a thank-you note; 32% said they would think less of the candidate if a thank-you note hadn't been sent.
- 4. Make your "thank-you" count.** Address any potential obstacles; reaffirm your fit for the position. Remember, if you were interviewed by a panel, send a thank-you note to each member of the interview team.
- 5. Inform your references.** Ensure all your references have a current copy of your resume and, if possible, the job description. Give them the interviewer's name and company for reference.
- 6. Be proactive.** Consider interview follow-up a strategic part of your job search. Use these opportunities to remind the interviewer how you are a good fit for the position.
- 7. Don't stop looking for work.** Even if you're confident you'll be offered the job, maintain an active job search.
- 8. Know when to let go.** A lot can happen after the interview – whether the position gets filled or the employer decides not to hire, recognize when to stop following-up; don't become a nuisance.
- 9. Ask for feedback.** When you learn you weren't successful, perhaps during a follow-up call, ask the interviewer for feedback on your interview, suitability for the position, or potential for future opportunities with the organization. Ask if there was something you could have done differently to have been successful.
- 10. Don't be discouraged.** It can take several interviews to be successful. Think of each unsuccessful interview as an opportunity to learn and grow . . . your "perfect" job is out there.



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