

Follow-up etiquette

Your interview went well and you are really interested in the opportunity. What should you do now that the interview is over?

Thank you email

On the day of the interview, send a short email to your interviewer(s) thanking them for their time and the opportunity to interview. This demonstrates your interest in the position, shows respect to the person who interviewed you, and keeps your name at the forefront as they interview candidates.

- > Let them know you look forward to the next step.
- > Include your contact information for their convenience.
- > Proof it carefully before sending. Spell check is not sufficient for proofing communications with your potential employer. Have someone else read it before you hit "send."
- > Send a thank you to each person that you interviewed with, if you had multiple interviewers.

Thank you letter

Mail a thank you letter to your interviewer(s) the following day. While the email message is a nice touch, it does not replace a formal letter of thanks. Let the interviewer(s) know of your interest in the position, keep your message concise, and restate your qualifications in terms of what you can contribute. The thank you letter will help to convey your professionalism.

- > You will want this letter to have perfect grammar and spelling, so have someone proof it for you.
- > Include your contact information for their convenience.
- > Send a thank you letter to each person you interviewed with. Try to include something different that was discussed with each person to personalize the letter - don't send the same letter to each person.
- > If your handwriting is clearly legible, a handwritten letter of thanks is preferable to a typed letter. Either way, be sure to sign your name.

Questions after the interview

As you review your interview experience, you may have additional questions. Start a list of your questions and add to it as time passes. The next time you meet with the company, you will be organized and prepared with your list.

Waiting for the next step

Waiting to hear from the company can be the hardest part of the interview process. Much depends upon the timeline the employer has indicated for the hiring process. Make sure you have asked for this information, so you will have realistic expectations about what may happen next and when. Be patient and allow the appropriate time to pass so the employer can process their list of candidates.

What to do if you are not contacted

For many unforeseen reasons, their hiring process may have stalled. You will need to follow up on the status of the process. However, there is a fine line between being proactive and being a pest. Be reasonable in your follow-up time and frequency of communications.

Wait one week past the time you were expecting a response or communication. Then, send an email inquiring about the status of the process. If there is no response to your email after a week, try one follow-up phone call. Leave a short message inquiring on the status of their process, if needed. If you receive no response, assume they have chosen another candidate.

We welcome the opportunity to meet with you to discuss how we can help you meet your career goals.

For more information or any questions you might have on this topic, connect with us:

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