

## **The Jobseeker's Guide To What To Do After the Job Interview**

You just left the interview. You think it went great. Now what?

Now is not the time to let up. Everything that you've done up to this point is moving you forward in your job search. So keep the momentum going.

### **First, Send a Thank You**

You can send a thank you via email (quick, but not as personal as a handwritten card). You can mail it (takes a few days, so it doesn't have the immediacy of an email, but has a bigger impact due to the perceived time and care it took to handwrite a note). Or, you can drop off a handwritten note the next day (a good strategy for big companies when you can hand the envelope to the receptionist).

What should you say in the thank you note? Thank the interviewer for the opportunity to talk with him or her about the job. (If you interviewed with multiple people, you should send a personalized thank you note to each person.) Reiterate your interest in the position. Mention something specific from the interview, or take this opportunity to share information that you may have forgotten to note in the interview. Promise a follow-up at a specific date.

At the end of the job interview, one question you should have asked is, "What is the next step, and when do you expect to make a decision?" If you got a specific timeframe for an answer, that will guide your follow-up. Perhaps the interviewer outlined the next step in the process (for example, a second interview, or a reference check). But if not, there are usually things that take some time before the interview process can continue, or a job offer is extended. Patience — and persistence — are key.

### **What Else You Should Be Doing**

Keep applying for other positions, even while you wait to hear back on this one. Don't put all your eggs in one basket. For one thing, it will give you more leverage in negotiating a job offer if you have more than one position being offered to you. And some jobs never get filled.

Reach out to your network. If someone you knew at the company had passed your résumé along to the hiring manager, be sure to check in with him or her after the interview. Your contact may be able to provide you with insight about the number of candidates interviewed, how your candidacy was perceived, and other valuable information about the hiring process and the company culture.

Also reach out to your references at this time. Let them know that you've interviewed for the position (give them the job title and company) and that they may be contacted. Make sure they have an updated copy of your résumé. Ask them to let you know if they hear from the company.

Finally, if this was a first interview, start preparing for the second round of interviews! Do more research about the company. If you anticipate you'll be asked about a specific project you worked on, put together a brag book or portfolio to use in the second interview. Google the company and find out what they working on, and how this job might impact their future plans.

### **How and When to Follow-Up**

If the interviewer didn't mention a timeframe for making a hiring decision — or you didn't ask — you have a couple of options. The first is to wait a few days (more than three; usually no more than seven) and then reach out to inquire.

How should you follow-up? Unless the interviewer has stated otherwise, a phone call is usually the best method for follow-up. Try to reach the person directly; only leave a voice mail if you can't reach them after a couple of tries.

### **"But I Don't Want To Be A Pest!"**

During the interview, if you received permission from the interviewer on how and when to follow up — by asking if it's okay to check in (and if he or she would prefer you to do so by phone or email) — they'll expect you to follow-up. They may even note it if you don't follow-up, since they gave you permission to do so. In that situation, he or she will be expecting your call. When you call to check in, you can say, "Hello xxxx, you said I should call today."

\*\*\* A Thank You Letter template is included with every resume bundle. For more information, **contact us at 847/839-9900 or via email.**