



12

# After an Interview: Next Steps

# After an Interview: Next Steps

There are some things you should do to follow up with an employer after an interview. The steps that you take can affect your chances as a candidate.

## Send a thank you note

Write a thank you note to anyone who interviews you as soon as possible after an interview. You can send an email or a typed or handwritten note through regular mail. Whichever format you use, make sure your note is short, includes a thank you for the interviewer's time, expresses interest in the job, and says something about your experience or education that makes you a great candidate. A typed letter or handwritten note can really impress since they take a bit more time than an email.

Here is an example of a note:

July 8, 2021

Dear Ms. Monroe,

Thank you for taking the time to interview me for the position of receptionist. I enjoyed our conversation. Working for the XYZ Company sounds very interesting.

The plans for a new product launch are exciting. I have worked on product launches and know that my communications skills will be an asset for a launch. This job is a perfect match for my skills and experience.

I look forward to speaking to you again.

Sincerely,

Mary Jones

914-322-3232

Remember that this is a business letter. Put the date at the top for a letter or handwritten note and include "Dear" at the beginning and "Sincerely" at the end, even if you are using email. Double check to make sure that the names, addresses and titles are spelled correctly.



Use simple note paper or a card that is blank inside for handwritten notes. Make sure that your writing is easy to read. When you send the note by email, write the letter in the body of the email. Do not send the note as an attachment.



## Take the Extra Step: Send a “Thank You” note to every interviewer

If you have been interviewed by more than one person, each person should get a thank you note. If you were not able to get everyone’s business cards, you should have their name recorded in a notebook and always call to ask for their contact information and be able to send everyone a thank you note.

Use the [Job Interview and Thank You Notes form](#) (in the Worksheet section) to keep track of your thank yous.

## Follow up calls

At the end of an interview an employer may tell you to call back to follow up. If they do, ask about the day and time you should call. Make sure you have the correct phone number and the name of the person to speak to before you pick up the phone.

You can also ask when to call to check on the status of your application. Be polite – calling once a week for two or three weeks is enough, unless they tell you to call back in three weeks. And don’t forget to make the calls from a quiet location.

Here’s what the call will sound like:

“Good afternoon, this is Chris Fenton, I applied for the cashier position and was interviewed by Ms. Monroe last Tuesday. I am following up on the status of my application.

Thank you for your time and the update.”

If an employer is really interested in hiring you, they will contact you. Your application may be put aside and then pulled out again at a later date. They probably have a lot to do, in addition to interviewing and hiring, so sometimes calling to remind them you are still interested is helpful. There’s a line between calling a few times and calling so much you become a bother to a potential employer.

Never call an employer and demand to know why you have not been hired.

## Congratulations! You got the job!



When all your hard work pays off and you are offered a job, it is time to celebrate. It is also time to find out or confirm some important details.



## Checklist for Success: Get the Details About the New Job

Ask or make sure you have the answers to the following questions:

- How much does the job pay?
- What are the hours?
- What day should you start? At what exact time?
- Where should you report?
- What is the name of the person you should report to?
- What should you wear to work?
- Are there any special equipment or materials you have to bring to work?
- What documents will you need to bring with you or is there paperwork to fill out in advance? (Paperwork may be online)
  - Expect to fill out a W-4 for federal taxes and a State tax withholding form
  - Be prepared to submit documentation of your eligibility to work in the U.S. for a Form I-9
  - Bring a direct deposit form from your bank so your pay can go directly into an account you pick



## Write It Down: Documents You Will Need on Your First Day of Work

It is a good idea to write these things down in your notebook. If you forget to ask some questions, it is okay to call back and ask.



## True Stories: Tell Your Network You Got the Job



After you start your new job share the good news with the people you spoke to during your job search. Keep in contact with your network; now you know how important this is to share work and job search advice. Advice from your network can also help you decide if, and when, you need to start another job search.

## I didn't get the job. Now what?

Do not think you are a failure if you do not get the job. Remember, there can be lots of good candidates for each opening.

You may get an email telling you that you did not get the job. Don't call or go to the job site and ask why you were rejected. Think about the interview you had and ask yourself if you could have been better prepared for some of the questions. Think about how you will fix this for future interviews.

## Were You Ghosted?

You may also never hear back from an employer after an interview. Call to follow up once or twice if you never hear, but don't bug the employer. The job search may have been put on hold or someone else may have been hired; you may also be considered for another position. You can contact the employer about another position at a later date.

It's important that you continue your job search to reach your employment goal. Remember that you gained valuable experience from the interview process, and this experience will help you as you keep looking for a job.



### Take the Extra Step: Keep Sharpening Your Interview Skills

Every job interview is a potential learning experience. After an interview, review what went well and what you can improve. Think about the questions that were easy and if there were any you struggled with. Go back to the list of questions and answers you prepared and make changes, add questions, and practice any that tripped you up.



## Chapter 12 To Do List

- \_\_\_\_\_ Send thank you notes after interviews.
- \_\_\_\_\_ Follow up with phone calls.
- \_\_\_\_\_ Get details when you get a job offer.
- \_\_\_\_\_ Tell your network when you get a job offer.
- \_\_\_\_\_ Keep networking.



## Need Help?

The Westchester Library System offers workshops, resources, and one-to-one counseling to guide your job search and improve your interviewing skills. Find out more at [FirstFind.org](https://www.firstfind.org).

