

4.10 FOLLOW UP AFTER INTERVIEWS

What to Know

Every interview is an opportunity to improve your interviewing skills. You can also maximize your potential for success in every interview. To help you learn from your experience and to increase your chances for success, do two things at the end of each interview:

1. Send a thank you note or letter to the interviewer.
2. Take a few notes about how you did.

What to Do

Do these two things right after each interview. Your notes will be most useful if you make them while the interview is still fresh in your mind. Use the Post Interview Checklist on the following page. The notes will help you in two ways:

1. If you are called for a second interview, you can easily review what went on in the first. If you note what you wore you can dress appropriately for the second interview as well.
2. If you do not get the job, you can review your interview performance and improve it for the next time.

Only about 5% of those looking for jobs actually send thank you letters. Write a thank you letter soon after the interview, the same day is best. Be sure to check spelling, grammar, and punctuation. You can type or hand write this letter. You should tailor your letter to the culture of the company and the relationship you established with the interviewer. Send a formal business letter if you feel the interviewer and the company call for that. If you established a good rapport with the interviewer, send a handwritten note. As for e-mailing thank you notes, career experts and employers are not in total agreement, but the company's culture should guide you. If people in the company rely heavily on e-mail, your e-mailed thank you will seem appropriate. It is also a fast solution if you know the company will be making its hiring decision quickly. It is still a good idea to follow up your e-mailed thank you with a hard-copy version. The thank you letter is a good way to add anything you forgot, or wish you had said in the interview. You can reinforce important information that you provided in the interview. You can state your interest in the job, or you can let the employer know that you appreciate their time. If you were interviewed by a panel, it is best to send a thank you letter to each of the interviewers. Be sure to vary the letters by a few sentences in case they compare them.

POST INTERVIEW CHECKLIST

Company Name: _____

Date of Interview: _____

Interviewer's Name: _____

Date to Call Back: _____

Date of Decision: _____

1. Was I on time? Yes___ No___

2. Did I dress appropriately? Yes___ No___

3. Do I need to send additional information?

- resume or application Yes___ No___
- reference list/letters of reference Yes___ No___
- work samples Yes___ No___

4. Did I give a positive indication of my interest in the job? Yes___ No___

5. Did I mention who referred me? Yes___ No___

6. What was the interviewer's general impression of my resume? _____

7. What was discussed the most? _____

8. What did the employer seem particularly interested in? _____

9. What questions did I have the most difficulty answering? _____

10. What questions did I answer most effectively? _____

11. What further information did I obtain about the company by asking questions? _____

12. What can I do to improve my effort? _____

13. Did I send a thank you letter? _____

*Sample Thank You Letter***Thank You Letter**

The reasons for sending a thank you letter are to remind the interviewer of your interest, to say thank you for the interview, and to add anything you forgot to mention. Two sample thank you letters that you can use as models follow.

February 2, 20XX

Mr. William Thomas, President
Washington National Bank
1111 Washington Street
Los Angeles, CA 12345

Dear Mr. Thomas:

Thank you for the opportunity to interview yesterday. The information you shared with me about the Washington National Bank was most interesting, and I am excited about the possibility of applying my education and experience in the position of loan officer for your bank. The expansion and public lending plans are especially intriguing, and I look forward to helping the bank enter the new market.

If I can provide you with any additional information, please let me know. I look forward to hearing from you soon.

Sincerely,

Charles Henderson

Charles Henderson
1111 E. Hollywood Boulevard
Los Angeles, CA 12345
(123) 456-7890

Thank You

Front of Card

February 2, 20XX

Dear Ms. Anderson:

Thank you for the interview this afternoon. I appreciated the time and consideration you gave me.

The Cable Installer position we discussed definitely sounds interesting to me. I feel that I could make a valuable contribution to WCC.

I look forward to hearing from you next Thursday.

Sincerely,

Judy R. Smith

Inside of Card