

AFTER THE INTERVIEW

What you do after an interview is just as important as the preparation you did before the interview. Here are some suggestions and steps to ensure that you leave a good, lasting impression and to bring yourself that much closer to an offer.

Additional Information

If your interviewer requests additional information that you did not have during your interview, such as transcripts or credentials, provide them as soon as possible after the interview.

References

The employer will often tell you how many references they want, but in general you should have a list of 3-5 individuals. Ask people who can speak to your skills and professionalism, such as professors, supervisors, coaches, and advisors. You must get each person's permission before listing them as a reference. Once they agree, provide them with a copy of your resume, and let them know after your interview that they may be contacted. Provide the employer with your reference list including the name, title, company, address, phone number, and email address of each reference. You may include a sentence explaining what your relationship is with each person. You do not need a reference letter unless the company specifically asks for it.

Thank You Notes

Writing a thank you note as soon as possible after your interview can help set you apart from other candidates, but make sure you PROOFREAD! A well written note can help get you a job, but a poorly written note can have the opposite effect.

When should I write a thank you note?

Within a couple of days of the interview.

Should I send it through email or write it by hand?

Email and handwritten notes are equally acceptable. Email is quicker and may be preferable if you know the employer is making a quick decision. Handwritten notes make you stand out and are great if you know the company will be taking longer to make a decision – be sure to write legibly or type it.

How long should it be?

Your note should not be more than 1-2 paragraphs.

What do I write?

Thank the interviewer for their time. Remind them of your conversation by highlighting it, elaborating on it, or adding new information. Convey your enthusiasm for working at the company, and ask any outstanding questions or share additional information. Wrap up with a reminder of your gratitude and a soft request for further action.

Following Up

If the interviewer tells you their time frame, make a note to yourself to follow up with them if you do not hear back within that time. As a general guideline, you should follow up in two weeks if you have not heard anything. You should contact the interviewer by phone to ask where they are in the process of selecting a candidate.

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