



# Thank You & Follow Up

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Your job interview is about to wrap up, and you think you have done well, establishing rapport, interacting confidently and demonstrating your skills and knowledge to the best of your ability, but is that it? Do you just walk out the door and hope that you did enough to win the favour of each interviewer?

Closing the interview successfully and leaving a positive final impression is almost as important as what your first impression says about you.

Practice the following steps at each interview closing and you will boost your chances of leaving a lasting impression with hiring managers and standing out from the other applicants:

- Use eye contact when thanking each interviewer
- Address each interviewer using their names
- Shake hands with every interviewer
- Ensure you know when and how you will find out the results of your interview - *If they don't tell you, ask when you can contact them to find out – and agree on a date and time to call.*
- Ask for business cards from each interviewer
- Leave a copy of your resume and referee contacts with each interviewer
- Thank the interviewer(s) for the opportunity to meet with you, their consideration and let them know that you are available for further interviews at their convenience and also can be contacted by any of the phone numbers on your resume, should they have any questions.
- If you know the company will be considering the hiring decision over a few days, and are not expecting an immediate answer then you should send a personal handwritten thank you card/letter to each interviewer or the senior hiring manager:  
*Date*  
*Dear Mr/Mrs Name*  
*Thank you for the opportunity to meet with you today. It was a pleasure to meet with you and [Names] and learn more about the position of [position].*  
*I was truly impressed by the operations and vision of [company] and meeting you today only fuelled my desire to join your team.*  
*I look forward to hearing from you.*  
*Yours sincerely*  
*[Your name]*
- Alternatively, if you think you will receive a faster response to the interview process, you should send an email to your hiring manager, thanking them and reiterating your interest in the position.
- On the agreed time and day, if you haven't heard from the company, contact the hiring manager to follow-up with their decision:  
*Hi [Name], my name is [our Name] and I met with you last [day] in an interview for the position of [position]. As we agreed I am calling to find out what stage your decision making process is at, and if you have any further questions for me.*

Here is a checklist you should complete immediately after every interview to keep the details fresh in your mind and help with your follow up process:

|  |  |
|--|--|
| <b>Company name:</b>                   |  |
| <b>Position applying for:</b>          |  |
| <b>Name of senior interviewer:</b>     |  |
| <b>Position of senior interviewer:</b> |  |
| <b>Description / comments:</b>         |  |
| <b>Name of second interviewer:</b>     |  |
| <b>Position of second interviewer:</b> |  |
| <b>Description / comments:</b>         |  |
| <b>Name of third interviewer:</b>      |  |
| <b>Position of third interviewer:</b>  |  |
| <b>Description / comments:</b>         |  |
| <b>Company information:</b>            |  |
| <b>Position description:</b>           |  |
| <b>Interview notes:</b>                |  |
| <b>Follow up notes:</b>                |  |
| <b>Follow up date/time:</b>            |  |