

Q&A Column
Author: Mark Swartz

Email Subject Line: Following up after an interview

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Headline: Thank You Notes and Post-Interview Etiquette

Summary:

Question: I have recently been on three interviews for different companies. All three indicated they were going to create a short list for a second interview and that I would be advised either way. All three are now past the date of follow-up.

My questions are should I be calling them for possible updates and, if so, what is a reasonable timeframe to wait? Also, is there a best way to write thank you letters?

Bonnie L, Toronto, Ontario

[Landing Page copy](#)

Headline: Thank You Notes and Post-Interview Etiquette

Dear Mark,

Question: I have recently been on three interviews for different companies. All three indicated they were going to create a short list for a second interview and that I would be advised either way. They further provided a timeframe as to when I might hear.

All three are now past the date of follow-up. I might add that all three are for jobs that are newly created, or not being currently performed in Toronto, so I understand there may not be any rush to fill them. However, the waiting game can be difficult when you are seeking employment.

My questions are should I be calling them for possible updates and, if so, what is a reasonable timeframe to wait? I don't want to be a pest but I also don't want them to think I am no longer interested. Also, is there a best way to write thank you letters?

Bonnie L, Toronto, Ontario

Dear Bonnie,

Waiting to hear from an employer after you've interviewed with them is among the most frustrating parts of job hunting. That's because control over timing, and final decisions, rests in the hands of the employer.

You can increase your chances of being chosen for the next round of interviews – or of being offered the job – by following up professionally. This includes writing a customized *thank you note*. It also means not giving up easily.

First a look at the thank you note. The purpose of this often neglected bit of communication is threefold:

- to remind the interviewer(s) how much you really want the job
- to address any issues or gaps that may have arisen during the interview

- to demonstrate that you are willing to go the extra mile, since many job hunters don't bother to send a note (or send amateurish ones if they do)

Follow Up Letter Sample

2408 11th Avenue
Regina, Saskatchewan
S4P 0K1

July 15, 2006

Ms. T. Pasquale
Personnel Manager
Design Stores Inc.
220 College Avenue
Regina, Saskatchewan
S4P 3V7

Dear Ms. Pasquale,

Thank you very much for taking the time to meet with me on July 7th concerning the associate buyer position within your organization. I enjoyed our conversation immensely and appreciate your unique insight into the fashion industry. Having studied fashion for three years it has definitely become a great passion of mine.

I'm certain that your firm would benefit tremendously from my past education and employment experiences. My communication and organizational skills would provide a wonderful addition to the "team environment" on which you placed such great emphasis during our conversation. I am very eager to be a part of your organization.

If you need any additional information please contact me at (416) 555-7967. Thank you once again for the opportunity to meet with you. I look forward to hearing from you in the near future.

Yours truly,

Linda Delaware

Now for the post-interview etiquette part. If you haven't heard from the employer by a few days after they've promised to call or e-mail you, it's time for a gentle reminder. Consider leaving a voice message for the person making the hiring decision. Let them know you are very, very interested and look forward to hearing back from them soon. Do the same a week later if there's still no response. Could be they're merely delayed in finalizing things. Maybe once more a week later...and that ought to be as far as you go with this particular employer. Any more than that and you run the risk of appearing somewhat desperate.



Mark Swartz, MBA, M.Ed., is a [speaker](#), [career coach](#) and [author](#). He can be reached via his website, www.careeractivist.com. The above article may contain material not included in the edited version.

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