



WHAT TO DO AFTER THE INTERVIEW

While we acknowledge that there are different opinions about what you should do after an interview; there is little disagreement about what you should NOT do. You should NOT do what most people do, and that is nothing.

Sample Thank You Letter

Consider writing a very brief letter to the person(s) who interviewed you to thank them for their time. If you are interested in pursuing the opportunity, tell them in the letter. This letter should not exceed more than one page.

Dear Mr. Interviewer,

I write to thank you for the opportunity to meet with you and discuss the ABC position.

Having met with you heard more about the company and the ABC position, I would like to confirm my interest in the position.

I will you call on (you pick the day) to see if you require any further information from me.

Yours sincerely

Name and signature.

Review the interview and:

- ☉ Consider the questions you had difficulty with;
 - Why?
 - What could you have said better?
 - What will you say next time?

- ☉ Consider the position carefully;
 - Is it a position that suits your objectives as far as
 - Career prospects
 - Company style
 - Growth potential
 - Personal values and ethics

- ⦿ If you are keen to be considered further for the position, carry out further research;
 - On the company (locally, regionally, globally)
 - The industry it is in
 - Its competitors
 - Its customers
 - Its suppliers

- ⦿ If you have been told that you will be interviewed again and/or have been asked for your referees:
 - Alert your referees and tell them about the company and the position you are being considered for
 - Ensure your referees have a current copy of your resume

- ⦿ If you have been told that you will not be considered any further for the position and it is still a company that you would like to work for:
 - Still thank the company for the opportunity in writing – they may consider you for a future position that may suit you
 - The person they offer the position to may change their mind and you yet be considered for the position.

FOLLOWING UP AN APPLICATION

It is understandable that with the extensive use of the internet to advertise positions and to reply to those advertisements by email, that protocol has changed. Many job applications do not receive a response and many candidates do not follow up their applications to assess why they were not called for an interview. To some extent this can be attributed to the ease with which an application can be submitted and the vastly increased volumes of applications received.

However we believe that you should never submit an application for a position unless you are so interested in the position that you will follow the application up.

When you follow an application up:

- ⦿ Allow three or four working days before calling. This allows time for the bulk of responses to reach the advertiser:
- ⦿ If a position has a closing date, make your call one or two days after the closing date;
- ⦿ Where you find that the advertiser has read your resume, ask whether you will be interviewed and if the answer is negative, ask why;
- ⦿ If you feel that certain aspects of your experience have not been understood or have been overlooked (it happens occasionally), provide details and explain why you answered the advertisement initially. State your case without being argumentative;
- ⦿ If you are not going to be interviewed, accept the decision and finish the conversation on a positive note, having clarified your skills and experience and what type of company and role you are seeking. If you have called a recruiter, you may be laying the foundation for a future call about your ideal job.