

## How to Follow-Up After an Interview



Send a follow-up email immediately after your interview. An email should be sent the same day or at least the following day.

Include:

- Tell them again that you are very interested in the job (unless you are not)
- Let them know that your skills are a good fit for this position
- Thank them again (even if you are not interested in the job)
- Let them know you will be checking in with them in about a week to follow-up

### A Sample Email

**Email Address:**

**Subject: Always include/brief**

**Dear Mr. Howard,**

**I want to thank you for the time you took to meet with me today. The time we spent together was valuable and informative.**

**I've realized that ABC Accounting is definitely a company I would like to work for and use my technical abilities. My strong math skills would allow me to fit right in with your company.**

**Sincerely,**

**Marcy Johnson**

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Remember to check your emails daily. Email will most likely will be the way a company communicates with you after your interview.

Another way that they may communicate with you is by leaving a voice mail message. Make sure you check these daily.

Whether by email or through a voice mail, respond promptly as they may need more information from you or to let you know you got the job!

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## How to Be Outstanding in an Interview



Here are tips to help you feel and look outstanding in an interview.

- Smile
- Stand up and shake hands as you meet the person who is interviewing you
- Make eye contact

### What to Wear to Impress During an Interview

Pick out your outfit ahead of time. Make sure it is cleaned and pressed. Remember to dress as though you already have this job. Dress for the job you want. Dress conservatively. Let your talent and personality shine, not your clothing.

#### Ladies:

- Dress slacks (neutral color; tan, black, grey, navy) or a skirt (length to the knee)
- Button down blouse, sweater set (nothing too tight, do not wear tank tops or anything that shows your midriff)
- Shoes that are polished and clean; do not wear flip flops, sandals or stilettos
- Wear a minimal amount of make-up
- Your hair needs to be clean and neatly styled; if it is in your face, pull it back
- Your handbag needs to be cleaned out if it is messy; do not use one that is extremely large; a neutral color is best

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**Men:**

- Dress slacks; pressed and clean
- Tie depending on the type of industry (for example, if you have an interview at a bank or a law firm, wear a tie)
- Jacket (depending on the company)
- Belt
- Button down shirt, white or blue is best; a collared shirt that fits; nothing baggy
- Clean and polished shoes
- Shave

**Interview Don'ts**

- Turn off your phone (not silenced but off) before you arrive; leave it in your pocket and do not take it out until you have left the building
- Do not chew gum
- Do not be late or too early ( 10 minutes early is ideal)
- Pay attention
- Get a good night's sleep
- Do not share too much information
- Do not bring along your parents or friends

**When the Interview is Over**

- Stand up and shake hands
- If you haven't done so already, ask for their business card. This will be very important when you follow-up with them. Their business card will have all their contact information as well as the correct spelling of their name.
- Make eye contact and thank them for their time

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# How to Follow-Up After an Interview

Module Four Lesson 3

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15. Tell me how you think other people would describe you.

16. What can we expect from you in your first three months?

17. What do you like to do outside of work?

18. "A snail is at the bottom of a 30-foot well. Each day he climbs up three feet, but at night he slips back two feet. How many days will it take him to climb out of the well?"

19. What question(s) do you have for me?

20. If you were to rank them, what are your top 3 traits?

21. What really drives results?