Following Up After An Interview

Send a thank you note after a phone interview. You don’t have to wait for an in-person interview to write a thank you note. A quick, simple note can go a long way.

Thank you note etiquette can be a challenge when you meet multiple people during an interview. A good rule to follow is to write an individual follow-up note to each person. Before leaving, ask for business cards of each person interviewing you.

If you don’t have the contact information for each person on the interview panel, it is important to name each person you met with.

Use the thank you note to expand or reinforce your interview conversations. If you mentioned a project, organization, or article, you can include a link to further information.

You can also add information that you didn’t cover in the interview. You know that feeling when you walk out of an interview and think, “Why didn’t I say X? I should have told about that project!” The thank you note can be your second choice.

Finally, if you are working with an HR representative or recruiter who is coordinating the interview process for you, follow up with him/her as well. When you finish a round of interviews, let your recruiter know how it went.