



## 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.