

Quick Tips: Interview Follow Up

**BASIC TIPS:**

* Always make sure to follow up after the interview. If you are truly interested in a position, take the necessary steps to be in touch with an employer after your initial interview.
* After an interview is over, ask for the business card of the people that you interviewed with. These business cards will give you the correct name, title, street address, and email address for whoever you met with so you can send thank you emails or hand written notes.
* Ask when you should expect to hear back from an employer, so you understand that company’s timeline and know when to reach out.
* Immediately after the interview, send an email to the employer to thank whoever you met with. Refer to something that you spoke about or that occurred during the interview to personalize your thank you.
* If you do not hear back from the interviewer when he/she said that you would, give a follow up call or email to check back with the interviewer.