



## Quick Tips: Interview Follow Up

### **BASIC TIPS:**

- Always make sure to follow up after an interview. If you are interested in a position, you want to take the appropriate steps to convey your enthusiasm for the position and the organization.
- Toward the end of an interview, it's appropriate to ask when you should expect to hear back from an employer. This way you will be clear on a company's timeline and know when to potentially follow up.
- As an interview wraps up, request a business card from your interviewer(s). This way you ensure you have the correct spelling and contact information for each person you interviewed with to refer to when sending a follow up email or hand written thank you note.
- Shortly after an interview, send an email the same day (if possible) to each person who met with you. Refer to something that you or the interviewer spoke about to personalize your thank you.
- If you don't hear back from a company in the timeframe indicated, give a follow up call and/or email to touch base, expressing your continued interest in the job and the organization.