

Follow-up after an interview can give you just the edge you need to get the job offer.

- Be sure to have obtained the names, titles and phone numbers of the people who interviewed you. Ideally, you will have obtained their business cards which provide the correct information.
- A telephone call to the employer within a week to ten days is appropriate. (Sooner, if the employer has a shorter timetable.)
- Be patient. The hiring process often takes longer in large organizational systems.
- Prepare a script of what you want to say in a follow-up phone call. Consider practicing beforehand.
- Speak clearly and at an understandable pace.

SAMPLE SCRIPT

INTRODUCE YOURSELF

Hello, Ms. (or Mr.) _____. This is _____. I interviewed for a _____ position on _____ (date)_____.

GET DOWN TO BUSINESS

I am enthusiastic about the position and am inquiring if you are making a hiring decision at this time.

PREPARE FOR THE “PUT-OFF”

Oh, I understand. I appreciate you speaking with me today and look forward to speaking with you again soon. Thank you for your consideration.

LEAVING A VOICE MAIL MESSAGE

(It may be best not to ask the busy employer to call you back.)

Hello, Ms. (or Mr.) _____. This is _____. I interviewed for a _____ position with you on _____.

I am sorry that I missed you today but will follow-up with you again. I look forward to speaking with you. Thank you.