

## A COMMON SCENARIO

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You interview for a role, things seem to go great, and then... radio silence. Many people experience this while going through the interview process and wonder if it is appropriate to follow up with the company. The answer is yes!

## WHY FOLLOW UP

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If you've spent the time interviewing for a role you deserve to hear an answer, whether you got the job or not. Some people worry about following up because they think they're annoying the interviewer or recruiter, but sometimes the company simply needs a reminder that you're out there waiting to hear from them.

You should always follow up after an interview, often times more than once. When should you give up and throw in the towel? My general rule of thumb is that if you haven't heard back after 3 attempts, it's time to move on.

## WHEN TO FOLLOW UP

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It's a good best practice to ask, "What can I expect in terms of next steps on the interview process?" at the end of every job interview so you can get a sense of the company's timeline.

If your interviewer gave a specific timeline of when you were going to hear back, you can follow up 2-3 days after that time period has passed.

Otherwise, I recommend following up about a week to 10 days after the initial interview (and then in weekly intervals after that if you don't get a response).

## HOW TO FOLLOW UP

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Follow up by email vs. phone, at least for the first attempt. This gives your contact time to gather any information necessary to give you a clear answer. They may be waiting for interviews with other candidates to finish, to gather feedback from your interviews, or a number of other things.

Although the goal of your follow up email is to ask, "Hey, what's going on here?" it's also a valuable chance to reiterate your interest in the role and sell yourself. See below for a recommended structure to follow:

### 1. Remind them that you're extremely interested in the job

Since time has gone by, you've likely had a chance to reflect on the opportunity and your interview. When you follow up, be sure to communicate that you've been thinking about it and remain really excited and enthusiastic.

### 2. Tell them why you're a great fit for the job

Even though you've done this in the interview, remember to sell yourself for the role and share the skills you have that would be beneficial. If there are doubts in the interviewer's mind (or they've forgotten key aspects of your background) it can be impactful to reiterate this here.

### 3. Show off an accomplishment (if applicable)

This won't always be possible, but in certain fields and situations, you may have a recent accomplishment to show off. For example, if you work in PR and have just got your company some amazing press you could share it. If you have organized an event that went off without a hitch, you can mention that.

### 4. Ask about next steps

The most important part of the "follow up" email is to find out what's next. While you reaching out won't be able to speed up the process, the goal is to get information so you are in the loop. Great recruiters will be transparent with you about what types of things are unfolding in the process and what the timeline looks like. They will also let you know if they need additional information from you.

## A TEMPLATE:

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Dear [interviewer],

Thank you again for the time you spent with me last [enter day you spoke]. Since our interview, I've been thinking a lot about the [insert job name] job and I remain incredibly excited about it. I know that my past experience with [x, y, and z] will make me an incredible asset to [company name]. I wanted to check in on next steps in the interview process. Please let me know if I can provide any additional information and if you have any information on what's next.

Best, [you]