

## Interview Tips 4: Top 6 Suggestions for Post-Interview Follow-Up

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The selection process does not end when you leave an interview. Until a final hiring decision is made, you can influence – either positively or negatively – how you’re perceived as a candidate. Some things you can do after the interview to enhance your candidacy for the role include:

1. **Assess your interview:** Note the main questions and how you answered them. Were there questions that you feel you could have answered better? Make note of what you talked about, what you learned, impressions of the workplace, and any concerns or questions. Don’t forget to record who your interviewer was.
2. **Send a thank you note:** Do this within 24 hours. A handwritten note or an email is fine. Keep the message job-specific and brief (less than a page), with positive content. Personalize the note with the interviewer’s name (this is why you collect business cards at the end of the meeting). If you referred to a story or article in the interview, send a copy or link. If interviewed by more than one person, send a separate note to each.
3. **Add value with your thank you note:** Show that you’ve thought about the interview, and are serious about the role. Apply the “inside information” you gained in your meeting. Options include:
  - If something came up in the interview that pleasantly surprised you, tell why this was the case, and how your opinion of the organization, manager or job was enhanced. *“During the interview I was pleasantly surprised when you told me (insert fact here) because (reason)...”*
  - If after the meeting you thought of a solution to a problem mentioned in the interview, be proactive and share it. *“During the interview you mentioned that you’ve been having issues with (situation). I was thinking about this in the car on the way home, and I wonder whether you’ve considered (your idea)...”*
  - If you feel your response to one of their questions wasn’t ideal, revisit it in your letter, and provide a better answer. *“During the interview you asked me about (topic), and I wasn’t satisfied with the answer I gave. I’ve thought about it since the interview, and what I should have said is (revised answer)...”*
  - If you sensed during the meeting that the interviewer(s) had concerns about you as a candidate (over- or under-qualified, missing qualification or skill, lack of experience with a software package, etc.) then reassure the team that they shouldn’t be worried. This one can be risky as you emphasize a negative, so use it only if you’re pretty sure of the deficiency. *“In our meeting I sensed you might be concerned about (shortcoming), but I can assure you that (reason you can overcome this hurdle)...”*
  - If the above don’t apply, then re-emphasize your interest in the role, and how your skillset and experience make you the best candidate for the position, based on the information gained during the meeting. *“Based on what I learned in the interview today, I am convinced I meet the requirements of the job as follows: (bulleted list of top three needs and how you’ll fill them)...”*
4. **Update your references:** Contact your references again after the interview to let them know they may receive a call. Summarize what you learned about the position in the meeting, and what skills and qualifications the company is looking for; this way they can support your candidacy more effectively.
5. **Be patient:** Sometimes the hiring process gets delayed, and you can’t know what is happening behind the scenes if you don’t get news about a decision when you expect it. Follow up once after the stated decision date, and perhaps again a few days later if you receive no response. If you still don’t hear anything, move on.
6. **Be positive, and play the long game:** If you don’t get an offer, don’t be too hard on yourself; remember that you were a strong candidate as you were offered an interview. Send a thank you note and let the employer know you are still interested in working for the organization in the future. If your interest is strong, touch base every now and then to enquire about opportunities.

Not every interview will result in a job offer, but following the advice above will ensure that you’ve done everything you can to influence the hiring decision in your favour. Good luck and happy interviewing!