

## HOW TO FOLLOW UP AFTER THE INTERVIEW

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### 1. SEND A THANK YOU EMAIL

- Make sure you have the contact information for the people who interview you.
- Send a follow up and thank you email within **24 hours** of the interview
- Subject: Thank you from your name
- Brief – thank the person for their time and reiterate your desire for the position

*Hello <NAME>,*

*Thank you for taking the time to meet with me yesterday. I enjoyed our conversation about <SPECIFIC TOPIC>, and the <JOB TITLE> position sounds like an exciting opportunity for me at this point in my career. I look forward to hearing any updates as they're available, and don't hesitate to contact me if you have any questions or concerns.*

*Best regards,  
<YOUR NAME>*

### **2. EMAIL SUBJECT LINES ARE IMPORTANT BECAUSE THEY DETERMINE WHETHER YOUR EMAIL GETS OPENED, AND HOW QUICKLY.**

- The best way to write a subject line for a follow-up email is to simply reply to the latest email thread (that you used to schedule the interview) and leave the previous subject line.
- For example, let's say that this was the previous email subject line:

***Interview on Thursday at 10:00 AM***

- You should hit "reply" in your email program and then the subject line will look like this:

***Re: Interview on Thursday at 10:00 AM***

- Continuing with the existing email thread and leaving the subject line as-is will boost your email's chances of getting opened faster.
- The recipient will open your follow-up email because it's clear what the email is about (and it's clear that you're not a stranger or someone cold-emailing them).

**IF YOU DON'T HAVE A PREVIOUS EMAIL TO REPLY TO, THEN CHOOSE ONE OF THE FOLLOWING SUBJECT LINES FOR YOUR INTERVIEW FOLLOW-UP EMAIL:**

- Job interview follow-up
- Following up regarding job interview
- Interview status follow-up
- Following up regarding interview results

**3. FOLLOWING UP AFTER YOUR THANK YOU EMAIL AND YOU HAVE NOT HEARD ANYTHING:**

- You should follow up **five business days** after your job interview if you haven't heard feedback from the employer.
- Or, if the employer provided an expected date for feedback after the interview, follow up one business day after that date has passed.
- The body of your follow-up email should be short and to-the-point. Most employers prefer to receive a short and sweet follow-up email after the job interview without any unnecessary info.
- So be clear and direct about why you're following up. Don't be timid. However, you should be polite and respectful, no matter how long you've been waiting.

**Sample Follow-Up Emails after an Interview:**

**First Follow-Up Email:**

*Hello <NAME>,*

*I hope all is well.*

*I'm following up to see if you have any status updates regarding the <JOB TITLE> position that I interviewed for on <DATE>.*

*I'm excited to hear about the next steps, and the role seems like a great fit for my background based on what I learned! Any updates you can share would be great.*

*Thanks so much,  
<YOUR NAME>*

**4. IF YOU SEND THIS, WAIT FIVE BUSINESS DAYS FOR A RESPONSE. IF YOU DON'T RECEIVE A REPLY AT THAT POINT, THEN IT'S TIME TO SEND A SECOND EMAIL...**

**Second Follow-Up Email: *After No Response:***

*Hello <NAME>,*

*I hadn't heard a reply to my last email so I wanted to check back in to see how the interview process is moving on your end.*

*Are there any updates you can share regarding the <JOB TITLE> position? I'm still interested in the opportunity, and I look forward to hearing from you when you have any news to share.*

Thanks so much,  
<YOUR NAME>

#### **5. WHAT IF THE COMPANY HASN'T RESPONDED TO TWO EMAILS AFTER THE INTERVIEW?**

- If you sent the first and second follow-up emails from the samples provided earlier and still didn't hear back from the employer about your status as a candidate, here's what to do:

\*\* I recommend waiting a minimum of 48-72 hours at this point (not including weekends), and in some cases, a full week is better to wait and resend the previous email.

#### **6. SAMPLE EMAIL RESPONSE IF EMPLOYER SAYS THEY DON'T HAVE ANY STATUS UPDATES:**

Hello <NAME>,

Thank you for the information.

When would be an appropriate time for me to check back in?

I'm excited about the opportunity and want to stay in touch, but I know these things take time so I don't want to follow up too often here.

Any information that you can share about the process would be great.

Thank you,  
<YOUR NAME>

#### **7. WHAT ELSE TO DO WHILE WAITING FOR INTERVIEW FEEDBACK:**

- Keep in mind that delays happen and the hiring process takes time. So the best thing for you to do while waiting for a status update is to apply for more jobs and try to get more interviews scheduled.
- You shouldn't stop doing this until you've signed a job offer!
- No matter how well you write your follow-up email, it isn't going to get a company to move its process faster, bypass delays, skip over other candidates, etc.
- This is why you should keep applying for jobs until you've signed a job offer.
- No exceptions. Because you never know if a company is interviewing 10 other people, considering promoting an internal candidate, or any number of other things that could cost you the job even if your interview went well.