

## How to Follow-Up

Go over the interview in your mind within an hour.

- See yourself in the interview and ask the following questions:
- Did you do things you wanted to do?
- Are there things you didn't do that you wish you had?

Write down what you can remember about the interview.

- Note things that went well.
- Note things that you will do differently next time.

Write a thank you note.

- Use a simple white or beige card and hand write or type a two- or three-sentence note thanking the interviewer.
- Call within 24 hours to ask the interviewer if a decision has been made. Take this opportunity to again thank the interviewer and say how much you would like to work for the company.

# Follow-Up Script

## The Follow-Up Call:

- Call the interviewer within 24 hours. Use the following script when you call.
- Call the number and ask for the person who interviewed you.
- If that person is not available, leave a message with your name and phone number, saying that you called to express your thanks for the interview and hope that you are being considered for the position.
- If the person is available, say hello and tell them your name. Next, say thank you for the interview for the position. Tell the person that you are calling to find out if a decision has been made. Tell the person that you feel qualified for the position and hope that you are being considered for the position.



## Script

Use this script to develop your follow-up call.

Fill in the blanks to complete the script. Practice your script with a partner.

Hello, this is \_\_\_\_\_. I wanted to thank you for interviewing me on \_\_\_\_\_ (day) for the \_\_\_\_\_ position. I am very interested in the position and feel that I would do a very good job as a \_\_\_\_\_ (job title). I hope you will consider me for the position.