

# 22 Follow up Your Interview with a Thank You

## TRANSITION OBJECTIVE

Students will practice making follow-up calls and writing thank you notes to interviewers.

## RELEVANCE TO SUCCESSFUL TRANSITION

Once the interview is over, it is important that the job seeker follow up with a call or thank you note. This small token of thanks takes very little time, yet it will leave a lasting and positive impression with the employer and set that applicant apart from others.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

I will advocate for myself by . . .

### ❑ STEP 2: Convene Roundtable

"It is important to say thank you because \_\_\_\_."

### ❑ STEP 3: Advance Organizer

"Today you will practice making follow-up calls and writing thank you notes to interviewers."

difference between getting the job or not. Using a screen image of **How to Follow Up**, discuss each follow-up activity. Have students work in pairs to explain three ways that interview follow-up will give them an advantage over others competing for the same job.

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CAREER MANAGEMENT: Unit 2 LESSON 22

### 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.

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CAREER MANAGEMENT: Unit 2 LESSON 22

### 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.

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### ❑ STEP 4: Activity - 15 Minutes

There are several things job seekers should do after interviews. Talk with students about the importance of following up and help them understand that this can make the

### ❑ STEP 5: Activity - 15 Minutes

Students, again working in pairs, will take turns making three practice follow-up calls each. They will use the **Follow-Up Script** as a guide, personalizing it by filling in the details applicable to their own mock interview. Have students report about their level of comfort when making the call. Brainstorm ways they can overcome any hesitation to make the call.

**□ STEP 6: Activity - 15 Minutes**

Have students write a thank you note to the adult who interviewed them during the practice sessions in Lesson 21. Put the **Thank You Note Guide** (Lesson 8) on the screen image to use as a model.

**□ STEP 8: Connecting Activity**

Students practice making follow-up calls to family members or friends, then report back to the class.

**□ STEP 7: Evaluate Outcomes**

One reason it is important to follow up after my interview is "\_\_\_\_\_."

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**KEY WORDS**


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**appreciation****gratitude****thoughtfulness****eager**


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**MATERIALS AND PREPARATION**

- Student Handouts: **How to Follow-Up**, page 103; **Follow-Up Script**, page 104.
- Prepare a screen image of the handout.
- Prepare a sample follow-up script and discussion.
- Prepare to use the thank you note sample from Lesson 8.

**SCANS FOUNDATION SKILLS**

- Basic Academic Skills: Reading, Listening, Speaking
- Thinking Skills: Creative Thinking, Know How to Learn, Visualizing
- Personal Qualities: Responsibility, Self-Management