

## How to Follow up on that All Important Job Interview

Having left an interview, far too many candidates decide their next step is to just sit back and wait to be contacted. This is most definitely the wrong step, you will have no doubt put considerable effort into getting to the interview stage; a well written CV, an eye-catching cover letter and a comprehensive application form have all required a lot of time and effort on your part, and this effort should continue once you have left the interview.

Certain employers will often wait to see which candidates actually make a follow up contact, and therefore demonstrate their eagerness and commitment to the job. Therefore if you are on par with another candidate in terms of your interview technique, you may lose out to them if they follow up and you choose not to.

### Follow up steps:

When you leave your interview make sure you know the name and contact details of the person that has interviewed you, a simple way to obtain this information is to ask them for their business card.

Following your interview you should then compose a short note to thank the interviewer for their time and to reiterate your interest in the job and the company, and if possible try to include a couple of your key skills that demonstrate your suitability for the post. This letter of thanks can be emailed or sent in the post.

The next step is to make a follow up phone call about 5 working days after your interview. This should be a gentle enquiry asking when they expect to shortlist, or decide on the position. This is a good opportunity to strengthen the good relationship that you should have developed with your interviewer during the interview, and to clarify any issues that may not have come across well at interview.

Do not use any of your follow up contacts as an opportunity to give the 'hard sell' as employers may find this too pushy. You should ensure that you show your enthusiasm but not your desperation! Always remember to be polite and courteous and aware of the employer's time restraints and busy workload; if they are unable to talk to you at some point agree a more suitable time or drop your query in an email that they can read at their own convenience.

You should keep in regular contact either through a brief phone call, email or letter on a regular basis until a decision has been made. Hopefully your perseverance post interview will put you ahead of other candidates and secure you the job. If however you are not successful at this point, it is always wise to make one final contact to request feedback on your performance and to get some ideas of areas you need to work on in preparation for the next job you apply for.

**Do you want to land that dream job? If so, prepare for your interview with the Words Worth Reading Ltd [Interview Skills Pack](#).**