

# JOB SEARCH TOOLKIT:

## Tools & Techniques You Need for a Successful Job Hunt

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The full text of the Job Search Toolkit is available at: ***FirstFind.org>>Look for a Job.***

# Chapter 11

## After an Interview: Next Steps

There are some things you should do to follow up with an employer after an interview. The steps that you take can affect your chances as a candidate.

### Send a thank you note

Write a thank you note to the person who interviewed you as soon as possible after an interview. You can send a handwritten or typed note through the mail or you can e-mail a note. Whichever format you use, make sure that your note is short, includes a thank you for the interviewer's time, and expresses interest in the job. Handwritten notes can really impress since they take a bit more time than an email.

Here is an example of a note:

July 5, 2016

Dear Ms. Monroe,

Thank you for taking the time to interview me for the position of receptionist. Working for the XYZ Company sounds very interesting. This job is a perfect match for my skills and experience.

I look forward to speaking to you again.

Sincerely,  
Mary Jones

Remember that this is a business letter. Always start with the date, and include "Dear" at the beginning and "Sincerely" at the end even if you are using email for this note. Double check to make sure that the names, addresses and titles are spelled correctly.

Use simple note paper or a card that is blank inside for handwritten notes. Make sure that

your writing is easy to read. When you send the note by e-mail, write the letter in the body of the e-mail. Do not send the note as an attachment.

If you have been interviewed by more than one person, each person should get a thank you note. If you were not able to get everyone's business cards, send notes to the contacts that you have. You can also call to ask for the names and titles of the people who interviewed you so that you can send everyone a thank you note. Use the Job Interview and Thank You Note Form at the end of this chapter (and in Appendix F) to keep track of Job Interviews and Thank You Notes.

### **Follow up calls**

At the end of an interview an employer may tell you to call back. If they do, ask about the day and time you should call. Make sure you have the correct phone number and the name of the person to speak to before you pick up the phone.

You can also ask when to call to check on the status of your application. Do not bug an employer after an interview with several calls or visits asking if you got the job. One call is enough. And don't forget to make the calls from a quiet location and one where you can be reached. The employer does not want to hear a bus passing by or have trouble hearing your voice.

If an employer is really interested in hiring you, he will contact you. Your application may be put aside and then pulled out again at a later date. If you keep calling, you are likely to bother a potential employer.

Never call an employer and demand to know why you have not been hired.

### **Congratulations! You got the job!**

When all of your hard work pays off and you are offered a job, it is time to celebrate. It is also time to find out or confirm some important details. Ask or make sure you have the answers to the following questions:

- How much does the job pay?
- What are the hours?
- What day should you start? At what exact time?
- Where should you report?
- What is the name of the person you should report to?
- What should you wear to work?
- Are there any special equipment or materials you have to bring to work?

It is a good idea to write these things down in your notebook. If you forget to ask some questions, it is okay to call back and ask.

**I didn't get the job. Now what?**

Do not think you are a failure if you do not get the job. Remember there are usually lots of candidates for each opening.

You may get an email telling you that you did not get the job. Don't respond to the email, call or go to the job site and ask why you were rejected. Think about the interview you had and ask yourself if you could have been better prepared for some of the questions. Think about how you will fix this for future interviews. You may also never hear back from an employer after an interview. Call to follow up once, or twice if you never hear but don't bug the employer. The job search may have been put on hold or someone else may have been hired but you may also be considered for another position. You can contact the employer about another position at a later date.

It's important that you continue your job search to reach your employment goal. Remember that you gained valuable experience from the interview process, and this experience will help you as you keep looking for a job.

*The full text of the Job Search Toolkit is available at: [FirstFind.org](http://FirstFind.org)>>Look for a Job.*

