

Following Up

**ReadySet
HIRED!**

10 Easy Steps
to get the
Job You Want!

www.readysethired.com · info@readysethired.com

Interviews can be grueling. Whether your performance was excellent, a disaster, or somewhere in between, you're likely relieved it's over. Now you can sit tight till they make you an offer, right? Wrong! You may really want this job, but before you start buying knick knacks for your cubicle, you have another job to do: Follow up!

At the interview, make sure to ask when the hiring decision will be made. If you're keen about this opportunity, make it clear in a post-interview thank you note. These days, an email is perfectly acceptable and expedient way to follow up with your interviewers and anyone else who may be able to influence the hiring decision. Make it a habit to ask people for their business cards so you have their contact information handy.

Send your note within 24 hours of the interview, and keep your message brief. Thank the interviewers for their time, specifying the position for which you interviewed. Refer to a particular point in your conversation with the interviewer to help them remember you. If you had multiple interviewers, write a separate note to each. Express your interest and briefly highlight why you trust you're right for the job.

If the specified date of the hiring decision comes without hearing from the hiring manager, give them a call the next day. Be polite and ask whether a decision has been made regarding the position. If not, ask if it's okay for you to follow up again in a day or two. There's nothing wrong with being politely persistent.

Stay top-of-mind with your prospective employer. Demonstrate your dedication, attention to detail, and a genuine desire for the position. Follow through with your job search by following up!