

# Following Up Top 10 Mistakes

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10 Easy Steps  
to get the  
Job You Want!

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- 1. Failing to do it.** Not following up is a true miss. Late is better than never, so if you're embarrassed about how much time has passed, simply apologize and try to make amends by staying in more regular contact going forward.
- 2. Not being timely.** Following up promptly demonstrates professionalism. It indicates your interest, and communicates to the other person how they might proceed. Again, late is better than never, so don't put it off any longer.
- 3. Not following up voice to voice.** Whenever it's appropriate to do so, follow up with a phone call. Voice to voice communication is much richer and more dynamic than email, so don't hesitate to pick up the phone when following up.
- 4. Drawing attention to weaknesses.** Although you may want to clarify something in follow up communications, beware not to focus on anything negative. Reiterate your interest and move forward, rather than dwell on things past.
- 5. Pestering.** Following up is essential, but don't overdo it. Be appropriate in your communications in both content and timing. If you're not getting a response from the other person, at some point you have to make the decision to move on.
- 6. Getting defensive.** Don't express discontent when you receive negative feedback. If you get defensive, you'll be perceived as a bad sport, so always be gracious and professional, even when receiving bad news.
- 7. Not following up with yourself.** Check in with yourself from time to time. Hold yourself accountable for following through with your commitments to others, and to yourself.
- 8. Bypassing the recruiter.** When working through a recruiter, don't follow up directly with the employer (with the exception of a thank you note after the interview). Respect your recruiter, and don't bypass them in the hiring process.
- 9. Using the wrong format.** When using written communication to follow up, you should do so by email unless otherwise requested. It's more convenient and timely than sending a letter by post.
- 10. Not requesting feedback.** Use your follow up communications as a learning opportunity. You might get a cliché response, or you might get some feedback to help you improve your game. Take advantage of this whenever you can.

[http://www.readysethired.com/chapters/chapter7/top\\_10\\_mistakes.asp](http://www.readysethired.com/chapters/chapter7/top_10_mistakes.asp)