Follow-up Etiquette

Interview:
- Make sure to obtain business cards to write thank you notes and reach out for updates on the hiring process.
- Follow-up as soon as possible with a thank you letter/email with no spelling or grammatical errors.
- Keep your communication brief and professional.

Thank You Letter Content:
- Show appreciation for the employer's interest in you and reiterate your interest in the position and their organization.
- Review or remind the employer about your qualifications for the position.
  - If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- Follow-up with any information the employer may have asked you to provide after the interview e.g. reference list.

What To Do If You Don’t Hear from the Employer After Your Interview:
- If the interviewer did not tell you, and you did not ask, use your follow-up / thank-you letter to ask.
- If it has been over a week since the deadline the employer stated you would hear back from the company, you can reach out to the contact person and ask if there are any updates in the hiring process/decision making process and reiterate your interest.
  - Your inquiry may include: name of the person who interviewed you, time and place of the interview, position for which you are applying (if known), and a request for the status of your application.

Informational Interview:
- Obtain a business card from the contact at the event you attended or after your meeting with a contact during an informational interview to send a thank you note/email.
- Hopefully you found out more about a specific career, job, or how someone ended up obtaining their current position based on past experience i.e. how someone ended up becoming a CEO. Please write to thank them for sharing their time and information with you. Additionally, you can always ask if they recommend other professionals for you to reach out to for similar conversations.

Career Fair/Networking Session:
- Career Fair- Show that you followed through if the employer might have given you instructions to do something (research, follow-up later, apply on the employer's website). This shows your initiative and continued interest.
  - You can also simply thank the employer for her/his time in speaking with you even if it is not a position or company you may want to work for now; you never know what the future holds.
- Networking Event- Remember to include how and when you met the person and possibly ask about available positions related to your career interests in your follow-up note.
Sample Thank You Letter

Dear Mr. Johnson:

Thank you for taking the time to meet with me to discuss the open Business Analyst position in your department. I am even more excited about the prospect of joining DuPont in this role and really enjoyed hearing more about the department’s upcoming projects as well as the new-employee mentoring program that DuPont recently put in place.

My experiences as the Business Manager of the Women in Business student organization at University of Delaware, educational background, and passion for assisting clients in efficiently serving customers through effective data analysis would help to ensure my success in the role. Please let me know if you have any additional questions as you review my candidacy for the position.

Best Regards,

Tina Darren