

# Career

## Development Toolkit



### Reasons to Follow-Up

At several points in the hiring process, you may want to follow-up with the hiring manager of the position for which you are applying. There are a few reasons to follow-up with an employer:

- To ensure your application was received
- To thank an interviewer
- To inquire about hiring decisions after an interview

In nearly all instances, e-mail is likely the preferred communication of the employer. When sending these e-mails, remember to be concise and always remain courteous.

Additionally, proofread your e-mail for any spelling or grammar mistakes before sending. You can use the position title as the subject of the e-mail.

### Following Up on an Application

After you apply for a position, you may want to follow-up with an employer to ensure your application was received. Here are some things to consider:

**Who to contact:** If the job posting lists contact information for a specific person, then it is likely appropriate to e-mail the person listed.

**When to contact:** If the job posting lists a date on which the position will be removed from the website, you should wait until after that date. If the job posting does not list a date on which the position will be removed from the website, then you should probably wait at least one week after applying.



If a contact person is not listed or the application says not to follow-up after applying, you should wait for the employer to contact you. Following-up might hurt your chances of being considered for the position!

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### Interview Thank You

According to Glassdoor, 68% of hiring managers say they would consider whether a candidate submitted a “Thank You” letter when choosing whether to hire the candidate or not. Here are some things to consider:

**Who to contact:** Thank the interviewer for taking the time to speak with you.

**What to say:** Reiterate the strengths you feel you would bring to the position.

**When to e-mail:** Send this e-mail within 24 hours of the time you interviewed for the position.

### Hiring Decision Follow-Up

During interviews, interviewers will often provide anticipated hiring timelines. If you haven’t heard from them by the date that they intended to make a hiring decision, then it’s acceptable to send an e-mail to check on the timeline. Here are some things to consider:

**When:** Wait until after the date the interviewer gave for decision-making.

**What to say:** State your continued interest in the position.

**Who to contact:** Reach out to the person or people who interviewed you and express your appreciation for the interview.

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### Communication Samples

#### Application Follow-Up

Dear (Mr./Ms. Contact Name),

I recently applied for (position). I am highly interested in the position and feel that I would be a good candidate due to my (strengths). Therefore, I wanted to see if there were any updates to your decision timeline. I am attaching my résumé and cover letter for your convenience. If there is any other information that you would like from me, please feel free to contact me at any time.

Thank you for your time,

*Include Name, Phone Number and Email address*

#### Interview Thank You

Dear Mr./Ms. (Interviewer),

Thank you for taking the time to speak with me about the (position) at (organization). Our conversation increased my interest in the position and made me excited for the possibility of working with you.

I am particularly interested in the (tasks involved) parts of the job. I feel that my (skills related to those tasks) will help me succeed in this position.

If there is any further information that you would like from me, please feel free to contact me at any time.

Thank you for your time,

*Include Name, Phone Number and Email address*

#### Hiring Decision Follow-Up

Dear Mr./Ms. (Interviewer's Last Name),

I wanted to thank you again for taking the time to speak with me about the (position for which you interviewed) at (organization). I remain highly interested in the position. I believe you said you would be reaching out to selected candidates by (date). Therefore, I wanted to check-in to see if there are any updates to your decision timeline. Please feel free to contact me if there is any information that you need from me.

Thank you for your time,

*Include Name, Phone Number and Email address*