

Interview Follow-Up Etiquette

This playbook outlines the appropriate steps for following up after a job interview. It covers key dos and don'ts to maximize your chances of being hired and maintaining professionalism.

Step 1: **Express Gratitude**

Send a thank-you email within 24 hours of the interview to express your gratitude for the opportunity and reaffirm your interest in the position.

Step 2: **Maintain Professionalism**

Keep all communication, including emails, calls, and any indirect mentions on social media, professional, polite, and positive.

Step 3: **Follow Instructions**

Adhere to any follow-up instructions provided during the interview process, such as when and how to contact the interviewer or company.

Step 4: **Provide Materials**

Promptly provide any additional information or documentation requested by the interviewer to support your application.

Step 5: **Await Response**

Allow a reasonable amount of time for the interviewer to respond before following up again, typically 1-2 weeks, depending on the company's hiring timeline.

Step 6: **Follow Up Politely**

If you haven't heard back within the expected timeframe, send a polite follow-up email reiterating your interest and asking for any updates on the hiring process.

Step 7: **Accept Outcome**

Regardless of the outcome, respond graciously to any decision, thanking the interviewers for their consideration and expressing your interest in future opportunities.

General Notes

Do Not Pester

Avoid excessive follow-ups which can be perceived as pestering or desperation, potentially harming your candidacy.

Keep Confidential

Respect the confidentiality of the interview process and do not share sensitive information about your interview or the company.

Learn from Experience

Use each interview experience as a learning opportunity. Seek feedback if you are unsuccessful, and reflect on what you could improve for next time.

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