# 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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