



COLORADO COLLEGE
Career Center



FOLLOWING UP AFTER AN INTERVIEW

Always thank your interviewers after the interview with a thank you email. They will notice if you don't and you'll miss out on the opportunity to restate your interest in the position and why you are the best candidate.

How to write a thank you email:

- Follow up with a thank you email no more than 48 hours after your interview.
- Write an email to each individual that interviewed you if you met with more than one person. If you can't find someone's contact information, it is okay to ask another person from the interview to pass along your message to them.
- As you draft your thank you letter think back to your interview. Remind the employer of specific qualities and skills you would bring the team. Also make note about how learning more about the company/role furthered your interest in them. One or two details is enough.

How to ask for an update on the hiring timeline/decision:

- There may be times that you have not hear back from a company following an interview. At the end of your interview you should ask what the expected timeline is.
- Often in hiring, things don't go as planned. You might be eager to know the results of the interview but be patient. Give the company more time than the timeframe they provided. No news doesn't mean bad news.
- If you have a different job offer on the line and you still haven't heard back from the company, it is appropriate to reach out to the hiring manager to check in. Affirm your interest in the company and role.
- Politely ask if there is an update on their hiring process so you can consider all options. Be specific about the timeline you have to consider.