INTERVIEWING SKILLS

Sealing the Deal
Introduction

After the interview comes the waiting period. Interview processes vary in length based on the company and role, but regardless of the position, it is crucial to follow up after an interview.
Thank You notes

- Within 48 hours, send a thank you email to each person with whom you interviewed.
- Within a week, send a handwritten thank you note.
- Always personalize your thank you notes and mention something from the interview.
- Thank you messages are not only an opportunity to thank the interviewer for their time, but also to reiterate your interest and provide clarification to a response or additional information you forgot to mention.
- Even if you are no longer interested in the position after the interview, still send a thank you as they may have another position available that could be a better fit.

“Ask during the interview for an approximate time frame of when they plan to fill the position. Depending on their projected timeframe, email or mail a thank you note within 24 hours of the interview. Personally, I prefer the handwritten thank you cards. They make a much bigger impression.”

– Jennifer Dobel, Senior Human Resource Representative for Apache
After the interview

Before the interview is over, ask for more information on the hiring process, next steps, and a timeline for when you should hear back.

If you haven’t heard within the expressed timeline, politely follow up by phone or email asking where the hiring manager is in the process.

Don’t be pushy. Timelines are always estimates and they likely have other positions to fill and priorities can change.

“If they say one week, maybe give them one and a half weeks. Sometimes things come up, and this likely isn’t the only position they are working to fill. If you call and don’t reach them, just leave a voicemail reiterating your interest. Otherwise, an email to reiterate your interest is fine too.”

– Jennifer Dobel, Senior Human Resource Representative for Apache
More in the Interviewing Skills Series:

Etiquette to Impress  |  Negative Interview Behavior  |  Preparing for the Interview

education@akpsi.org  
1.317.872.1553  
akpsi.org