
Following up with Employers

What: It can be difficult to wait to hear back from an employer after an interview. Some employers will offer a time frame in which they will let you know if you were a successful candidate, some will not! If you have had an interview, and you felt it went well, continue that positivity by sending a follow up email to the employer.

When: The general rule is following up **one week** after your interview. Set a reminder on your calendar, or make a note in your agenda when it is time to follow up.

Why: Employers are busy! Most operate with the best of intentions, but things come up, they get pulled in many directions, making it difficult for some employers to follow up in a timely manner. Following up with an employer after an interview also shows your sincere interest in the position! Unless an employer specifies they do not want any communication with interviewees, it is okay to follow up.

How: There are several ways to follow up with an employer. This all depends on what contact information you have available! The two main ways candidates follow up are by email or phone.

Email Follow -Up

Indeed.com offers the following outline when writing an email to a potential employer:

- Begin with a strong subject line – “It was wonderful speaking with you!”, “Thank you for your time!”, or “Following Up for _____ Position”
- Follow up with a thank you – In your first paragraph, thank the employer for their time and express your continued interest in the position.
- Mention something you liked hearing in the interview – talk up the company a bit! Did the interviewer mention anything about the company you liked? Mention it in your email!
- Tell the employer why you qualify for the position – much like your cover letter’s closing paragraph, reiterate to the employer why you are the best fit for the job.

Example:

Subject line: Thank you

Dear Ms. Caldwell,

Thank you for taking the time to speak with me about the network engineer position. It was great to meet with you and to learn more about the position.

I'm very excited about the opportunity to join Autism Nova Scotia. I am especially intrigued by the details you shared regarding the upcoming launch of your social program. I am confident that my background in engineering combined with my interest in computers will enable me to fulfill your needs and support the vision of Autism Nova Scotia. Please feel free to request any further details.

*Thanks again,
John Doe
555-555-5555
jdoe@email.com*

Now It's Your Turn...What would you say in a follow-up email? Use the space below to create a follow-up email.