After the Interview

After a job interview it’s time to relax and wait for a phone call. Right? Wrong! You can show an employer that you would be a good worker by displaying follow-up skills. What are follow-up skills? These are the skills that take additional effort after a job is complete. For example, when a customer orders a meal at a restaurant, the meal is prepared and brought to the customer. Follow-up skills are displayed when the waitress checks back to make sure that everything is correct. Or, after a grocery store clerk’s helper bags all the groceries for a customer, follow-up skills are displayed when the clerk asks if he or she may help the customer bring the groceries to the car. After an interview, how do you show that you have follow-up skills? Here’s how:

FOLLOW-UP SKILLS – TELEPHONE CALL

During the interview, you might have asked when you could phone the company to find out their hiring decision. If you were told to call back, make sure that you call back on the day mentioned by the interviewer. If the interviewer promised to contact you by a certain date and does not, follow up with a telephone call. Be as polite during the phone call as you were during the interview. You might say, “This is John Q. Student. I interviewed for the cashier position one week ago. Mr. Smith mentioned that he would be reaching a decision by Monday, which was yesterday, and would let me know. Has he made his decision yet?” Be sure to thank the person on the phone for the information.

If you were not hired, you may inquire about future jobs with the company by saying, “I would like to work for your store someday. Can you tell me what I can do in the future to get a job with you?” Write down any suggestions that you receive. Not everyone is hired after the first interview. Many times workers return to a desirable company to interview again after they have increased their skills. For example, Jason, a college student, wants a job as a server at a classy restaurant because of the generous tips left by customers. He was turned down because he does not have one year of work experience as a server. After he gains this work experience at another restaurant, he may return to apply for a job as a server at the classy restaurant.

FOLLOW-UP SKILLS – THANK YOU LETTER

Within three days, you should send the interviewer a thank you letter for the interview. This should be done even if you were told you would be called for the results of the interview or if you called to find out the results. Your thank you letter should have three paragraphs: 1) Thank you for the interview, 2) Restate your skills and experience and/or add anything you wished you would have said in the interview, and 3) Ask for the job. A thank you letter does the following for you:

1. It shows you have outstanding follow-up skills since writing a thank you letter takes effort.
2. It helps build a relationship in case you want to apply to that company again in the future.
3. It shows your interest in the job and company and allows you to emphasize your strengths again.
4. It puts your name in front of the interviewer so that he or she may remember you and call you when another job opening occurs.
5. If the employer was not sure whether or not to hire you, your letter may be just enough to convince them that you should work for them.
Mr. Clarke,  
Scholars Coordinator  
Nuview Bridge Early College High School  
30401 Reservoir Ave  
Nuevo, CA 92567  

Dear Mr. Clarke,  

Thank you for taking the time to interview me for the tutor position at Nuview Bridge Early College High School. After talking with you, I am very interested in becoming a member of your staff. 

I have the skills needed to be an effective tutor. My volunteer experience at church and experience as a peer tutor in my own high school classes have given me the confidence needed to succeed as a tutor. I am dependable, punctual, and will be an asset to your Scholars program. 

It would be my pleasure to work at Nuview Bridge Early College High School. Should you choose another applicant for this position, please keep me in mind for any future job openings. My home phone number is (951) 928 – 8498. 

Sincerely, 

John Q. Student  

Writing Tips:  

Paragraph #1: Thank you for the interview  
Paragraph #2: Restate your skills  
Paragraph #3: Ask for the job