

What To Do After An Interview To Increase Your Chances Of Success?

Knowing what to do after an interview helps improve your confidence while interacting with the hiring manager and can increase your chances of securing the role. Here are a few ways to follow up with the interviewer after your session:

1. Ask about the next steps

Before you leave the interview, clarify the next steps with the hiring manager. For example, you can ask for details about when, how and with whom to follow up. This showcases your interest in the position and can convince the employer to move your application to the final shortlist. It also gives you a clear picture of the selection timeline and helps avoid post-interview anxieties. While it is okay to ask for clarification, ensure that you do it politely, not to appear aggressive or demanding.

2. Take notes

After leaving an in-person or virtual interview, spend a few minutes reflecting on the experience. Recollect what you said during the session and take notes immediately when it remains fresh on your mind. Write down the names of the people you met, their roles, what you discussed and the questions they asked you. Note any insights you learnt about the position, office environment and working culture. Taking notes helps you self-assess your performance and prepare better for the second interview. You can also use these notes to compose an impactful thank you letter for the interviewer.

3. Conduct a post-interview self-evaluation

A post-interview self-assessment helps you learn from the experience. It can help you identify any mistakes you might have made during the interview. It also enables you to note any weaknesses and knowledge gaps so that you can overcome these, and perform better in future interviews. Here are a few questions to ask yourself during the self-evaluation:

Did I make a strong first impression?

Did I make eye contact and maintain good posture?

How well did I handle the hiring manager's questions?

Did my answers reflect my professional expertise and experience?

Did I ask the right questions to demonstrate a good understanding of the company and position?

Did I establish a good rapport with the interviewer?

Did I highlight my strengths, accomplishments and skills?

Were there any questions that were too difficult for me?

Did I close the interview on a positive note?

Be honest in your assessment. You can use a rating scale from one to 10 to record your replies to each of the above questions. Identify questions that you received a low rating on and consider how you can improve them before the following interview.

4. Send a thank you note

Thanking the interviewer for their time and consideration is courteous and can influence the job application's outcome. A thank you note benefits you in two ways. One, it expresses your gratitude to the interviewer, and two, it helps to differentiate your profile from other candidates. While it is common to send an email, you can also send a handwritten note if that makes more sense. For example, if you had an interview with a senior executive, you can send a handwritten message to their secretary and ask them to pass it to the executive.

Here are a few points to consider while drafting the thank you note:

Personalise it. Create a customised note or email that reflects your gratitude. Let the interviewer know you value their input and look forward to subsequent discussions.

Share a few highlights from the interview. Instead of reiterating the information you have included on your resume, use the note to convince the hiring manager why you are the right person for the job. Include a few highlights from the interview and showcase your strengths, and skills that make you relevant for the role.

Express your excitement about the role and company. For example, you can mention why you are interested in working for the company, how you feel about the organisational culture and how you are excited to use your specific skill sets to add value to the organisation.

5. Reference an industry event or news relevant to your discussion

If you email the thank you note, you can include a link to an article, industry event or news item relevant to your interview discussions. For example, if you discussed the impact of AI on your industry, you can perhaps include a link to an authoritative opinion

piece that helps to reiterate your point of view. Including a link or reference showcases your knowledge about the industry and can help build a casual conversation with the hiring manager post the interview.

6. Connect on social media business pages

If you are on popular business networking sites, you can connect with the interviewer and other team members you interacted with during the session. This helps build your professional network and demonstrates your interest in joining their team. If they accept your request, it could indicate that they are interested in knowing more about you. You can also follow the company's website and other social media pages to learn more about the organisation. Even if you do not secure the role, staying connected on social media is beneficial, as they might consider you for future opportunities.

7. Send additional documents, if required

If the interviewer requests you to share any supporting documents, ensure that you mail them after the interview. For example, some hiring managers require candidates to submit references or consent forms to continue the pre-screening process. Sending these documents promptly demonstrates your attention to detail and punctuality. Showcasing these traits is beneficial, as it can work to your advantage during hiring.

8. Check the interview status online

Some companies have an online portal where candidates can check the interview results. Checking the interview status online provides peace of mind while respecting the interviewer's time. You can log into the candidate portal and check the results anytime if this option is available. In such cases, following up with the hiring manager is not essential unless the specified time has passed. Even if you can access an online candidate portal, sending a thank you note to the hiring manager expressing your gratitude and interest in the position is courteous.

9. Notify your references

If you submit references to the hiring manager, you can inform the people you listed that the hiring manager might contact them for further clarification. Let your references be aware of your application and the role for which you are applying. This can help them share relevant information if contacted.

10. Relax and stay calm

Instead of waiting anxiously for the interview results, you can spend the time productively. You can learn new skills, review your interview performance and overcome existing knowledge gaps to perform more confidently in the next round of interviews. If you have friends working in the company, you can contact them to check if they can provide more insight about the recruitment timeline. Remain calm and email the hiring manager only after the recommended waiting time has passed. Instead of calling and disturbing them during work hours, you can ask your queries via email.

11. Continue your job search

Even though you might have performed well in the interview and are hoping to receive an offer, it is highly recommended that you continue your job search. Remember, the employer has not yet offered the role, so looking for other jobs increases your chances of securing a position you like. It also helps you stay focused and avoid being too disappointed if, unfortunately, the employer rejects your application.

Sample follow-up mail

Subject: Thank You for the Interview

Dear Sir,

I hope this message finds you well. I wanted to take a moment to thank you for the opportunity to interview for the [Job Title] position at [Company Name] on [Date]. I enjoyed our conversation and learning more about the exciting work your team is doing.

My experience in [mention relevant experience or skill] aligns well with what you're looking for, and I'm confident that I can bring value to your team. Please don't hesitate to reach out if you need any further information from me.

Looking forward to your reply.

Thank you again for your time and consideration. Best regards,

[Your Full Name]

[Your Phone Number]

[Your LinkedIn Profile or other relevant link, if applicable]