



The Guide to Interview Follow Up

Thanks to Eazl user Missy for requesting this valuable content! Below, you'll find a step-by-step process for debriefing after an interview and following up with the people you've met.

Step 1: Record a Few Post-interview Notes

Seconds after the interview ends, record a few key notes on what happened during the interview. Make sure to take notes of who you met, what key issues were discussed, and any clues about the organization's strategies or goals that might have been discussed during the conversation(s). One easy way to safeguard these notes is to simply send yourself an email with these notes as the body text.

Step 2: Log the Details in Your Job Search CRM

When you get home, log these notes into your Job Search CRM setup with Podio.

Step 3: Send a Nice Email to the People You Met

Send a follow up email to the people you met, provided you have their email address, and the HR representative. Here is a great email template for the first follow-up:

Hi [Name(s)],

Recently we met regarding the [Name of the Role] position with [Name of the Organization] and I just wanted to follow up with a quick note to thank you for taking the time to speak with me. It was a pleasure learning more about the organization and meeting [insert the names of all the people you met]. The role we discussed seems like a good match for my skill set and experience and it seems like an exciting time for [Organization Name]. As the search evolves, if you need any additional documents or information from me you can easily reach me on my cell phone at [Your Telephone Number].

Kind regards,

[Your Name]



Step 4: Schedule a Follow-up Reminder

Now, log a task 10 days in the future in your Job Search CRM application to remind you to circle back to this particular job lead. If they haven't come back to you with any additional information, send a second follow-up email to the HR representative. First, you'll want to look back at your notes and try to find a reason to email them again. Ideally, this is because you've found a cool article or piece of news that's related to an issue or point of interest that came up during the interview. Here's a great template for that email:

Hello [Name],

You and I spoke on [Insert Date You Met] about the [Job Role] with [Organization Name]. During our conversation, you might remember that we spoke at some length about [Name a Detail from the Conversation]. This week, I was thinking about that topic when I came across this [bit of news, article, etc.] that I thought was quite interesting! Here's the link: [Insert Link] Anyway, if you have any updates to share regarding the [Job Role], I'm interested in continuing the discussion with you and your teammates at [Organization Name]. Please feel free to reach out any time.

Kindest regards,

[Your Name]