
HOW TO FOLLOW-UP DURING THE HIRING PROCESS

Waiting is one of the hardest parts of the job search, whether you're looking for a response to a job application or waiting for a decision after a job interview. Following up can have a real impact at key moments during the job search process:

1. Two weeks after applying for a job of interest, if you haven't had any response.
 2. After an interview, if the company doesn't provide news by the date they said they would decide. (At the end of the interview, always ask about their timeline for the hiring decision!)
 3. After meeting someone at an event or meeting one on one to talk about their professional experience advice – especially if you followed through on some advice that they offered.
- *If you have news, that's a plus! Add a detail or two. For example, you could be starting to interview, or you might want top-choice employers to know that you are close to getting a job offer. They will get the message that you are not going to be available much longer!
- *If you don't have a name or an email, get creative: Use LinkedIn to find HR recruiters or managers who seem to work on the team that is hiring. Look up the company page, click on People, and scroll through!
- *If you have a person's name and a company but not their email, use a site like hunter.io that will provide the email naming convention.

WHAT TO SAY & WHY:

- 1. After applying for a job, wait 2 weeks so the recruiter has time to review applications, then write:**

Dear [Name], <-- if you have no name, write Dear Hiring Manager,

I applied for your [Job Title] position on [date] through [platform or website name]. I am still interested and available to interview at your convenience. You can contact me at [phone] or [email]. I look forward to hearing from you.

Thanks in advance,

[Your Name]

*As an optional variation on the second sentence, if you are actively interviewing, say:
I am currently interviewing and am interested in meeting with you as well. This kind of update makes the employer aware that they might miss out if they don't interview you soon!

Why: You will stand out from the crowd by using good communication skills and demonstrating good follow-through. You also prove that you are genuinely interested! Many applicants worry about sounding pushy or desperate, and employers get frustrated with those personality traits. That is why you want to use phrases like status of the position (neutral, matter of fact) and don't mean to rush you (gracious, easy to get along with).

2. After interviewing, if the employer did not make a decision by the date they said they would:

First, give them the benefit of the doubt. Probably something happened that distracted them or slowed them down. Then, staying positive, write an email or leave a voice mail message:

Dear [Interviewer/HR Name],

I want to say again that I really enjoyed interviewing with you on [date] to talk about the [Job Title] position. From what I understood, you were making decisions by yesterday. I do not mean to rush your process, but would appreciate any updates that you can share about the status of the job. Thank you in advance!

Sincerely,

[Your Name]

Why: Once again, your message demonstrates your follow-through and your communication skills. Also: This is a reliable way to get an answer. Sometimes if the hiring manager hasn't had a chance to call or email you, it is easier for them to respond to your message or call.

3. After meeting a professional contact and following their advice:

Dear _____,

Thank you for offering advice about [the job search, interviewing, good companies to focus on]. I followed your advice and [describe the result – something learned or gained]. I'm so glad that we talked about it!

Sincerely,

[Your Name]

Why: This is a great way to keep in touch with people when you have a nice professional relationship or mentoring relationship that you want to maintain. If they are a new acquaintance, this type of note will help you to keep building trust. Given the way our human brains work, every time you have news, it may remind your contact of a new idea that could help you again!