



## LESSON 14. Handout

### Following Up After your Interview

# Interview Essentials

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Watch the corresponding training video and then open an online document or use a physical notebook to complete any exercises below. Or you can input your responses directly into the PDF.



# Course Outline.

## 1. Introduction & Objectives

## 2. Preparation for an Interview

- 2.1. Researching for an Interview

## 3. Interview Confidence

- 3.1. Calming Nerves on the day

## 4. Mindset Shift: Don't 'Show Off', Demonstrate your Value

## 5. The Expert Approach

## 6. Types of Interview Questions

## 7. The Secret to Answering Any Interview Question

## 8. The STAR Interview Response Technique

- 8.1. STAR Framework Example 1: "Tell me about how you worked effectively under pressure."
- 8.2. STAR Framework Example 2: "Tell me about a time you showed initiative on the job."

## 9. When you don't have all the job requirements

- 9.1. How I personally addressed this in an interview.

## 10. Most Common Interview Questions

- 10.1. Tell me about yourself - Dos and Don'ts.
- 10.2. Tell me about yourself. Example 1
- 10.3. Tell me about yourself. Example 2
- 10.4. Tell me about yourself. Example 3
- 10.5. Tell me about yourself. Example for a fresh graduate.
- 10.6. What is your greatest Weakness? Dos and Don'ts

- 10.7. What is your greatest Weakness? Example 1

- 10.8. What is your greatest Weakness? Example 1

- 10.9. What is your greatest Weakness? Example 3

- 10.10. What is your greatest Strength? Dos and Don'ts.

- 10.11. What is your greatest Strength? Example 1

- 10.12. Why should we hire you?

- 10.13. Why should we hire you? Example 1

- 10.14. Why should we hire you? Example 2

- 10.15. Why should we hire you? Example for a fresh graduate.

## 11. How to address gaps in your employment timeline.

- 11.1. How to address gaps in your employment timeline. Examples.

## 12. Questions to ask at the end of an interview

## 13. Negotiating a Starting Salary

- 13.1. How to dodge the "what's your current salary?" question.
- 13.2. Making the first offer
- 13.3. What to do if they come in with the first offer and low-ball
- 13.4. Give a salary range, but never a number
- 13.5. Go in with leverage
- 13.6. Don't accept right away - the 24 hour rule
- 13.7. Make silence your best friend
- 13.8. What to do if the final offer is too low

## 14. Following up after an interview

## 15. Closing & Good Luck



## Following Up After an Interview

## LESSON 14: Following Up After your Interview

### *Email Template*

If you can reply to your email thread with the hiring manager, this is always preferable. Otherwise, you can use one of the following subject lines:

#### EXAMPLE SUBJECT LINES:

- *Jane Smith - Re: Interview on Monday at 10am*
- *Thank you for your time.*
- *Appreciate your time and guidance.*
- *Thank you for the opportunity today.*
- *I enjoyed learning more about [Company Name] - thank you.*

### Example Email Format

**I. Introduction.** Open with a professional salutation and address the hiring manager by his or her surname, for example, Mr. or Mrs. Smith (unless you're on a first name basis with the hiring manager in which case you can use their first name).

**II. Body.** Keep the email simple and professional.

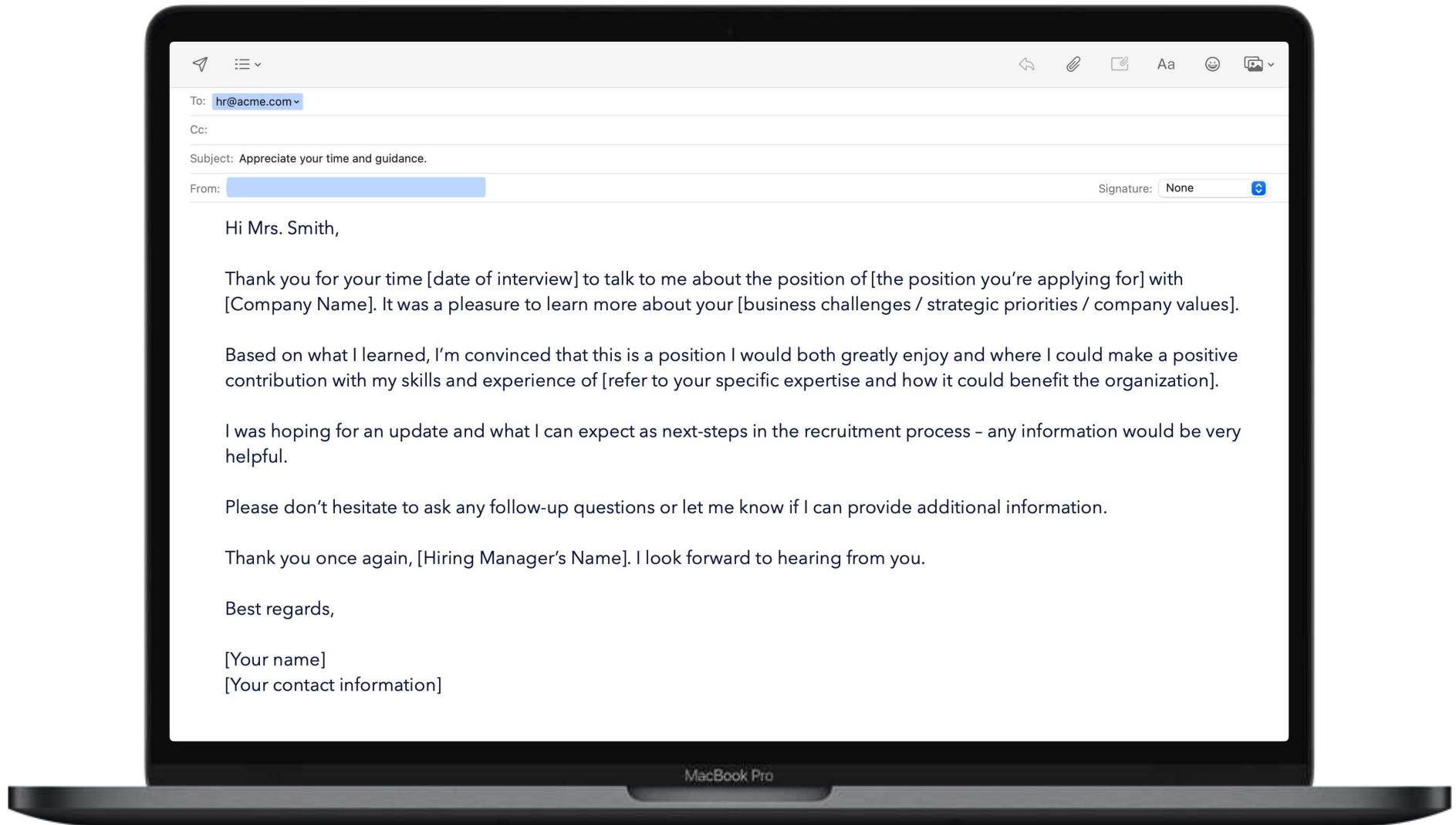
First, express your appreciation for their time and reinforce your interest in the position.

Explain that you're following up on your interview - remember to be specific about the job, mentioning the job title and interview date because they may have forgotten if they've seen a number of candidates.

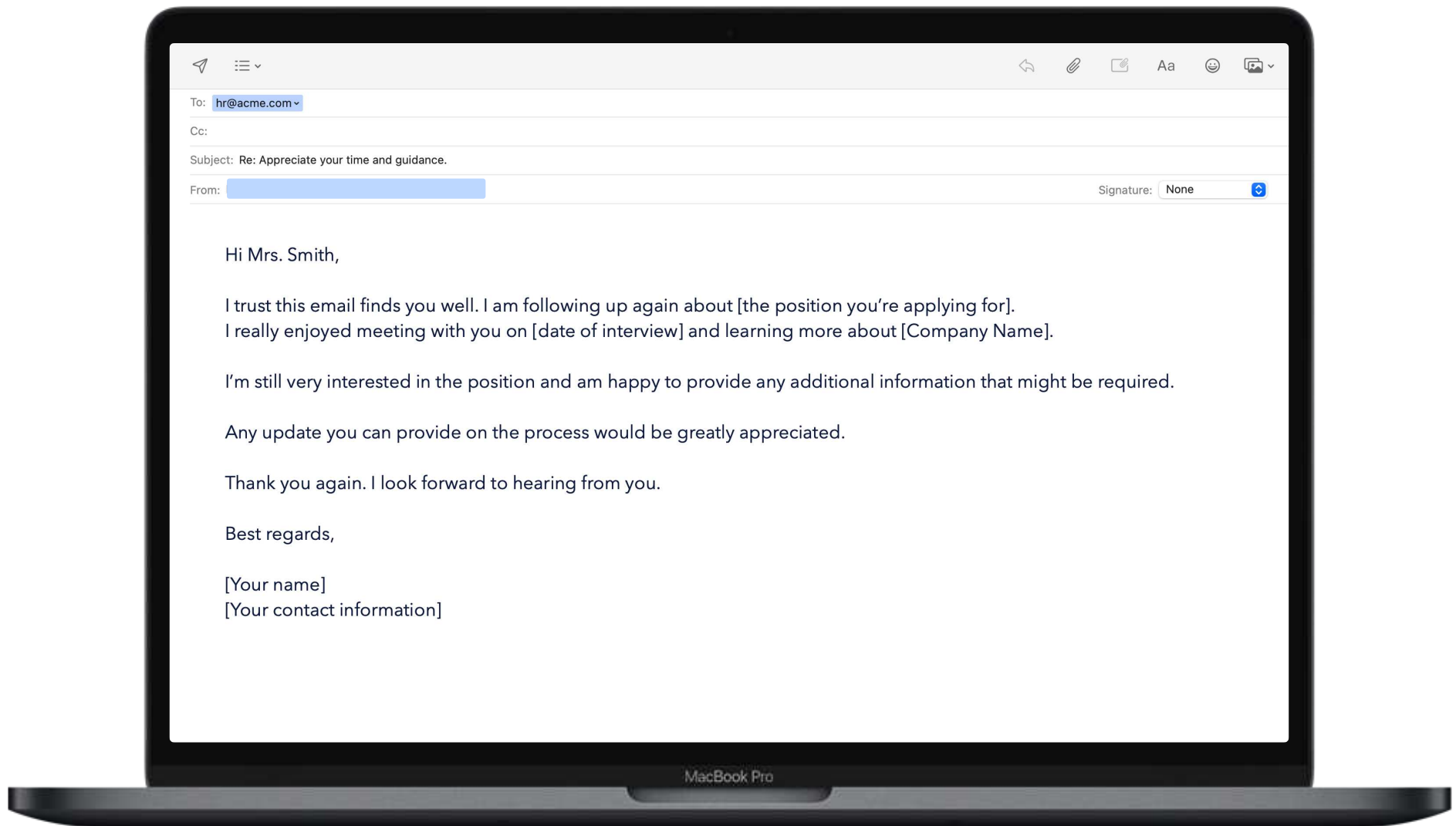
Politely ask for an update on progress, highlighting that anything they can provide would be greatly appreciated. You can highlight again how your experience, skills and strengths can support the company with their goals and address challenges they might be having.

**III. Sign Off.** Share that you're more than willing to provide the hiring manager with any additional information, detail or clarification if required. End with an appropriate sign off.

## Example Email *Within 24 hours*



## Example Email *If they haven't replied within a few days*



**Notes:**