

Name: \_\_\_\_\_

# How to Follow-Up After an Interview

**In your mind, go over the interview and ask yourself the following questions:**

1. Did you do things you wanted to do?
2. Are there things you didn't do that you wish you had?

**Write down what you can remember about the interview.**

1. Note things that went well.
2. Note things that you will do differently next time.

**Call or email within 24 – 48 hours.**

1. To ask the interviewer if a decision has been made. Take this opportunity to again thank the interviewer and say how much you would like to work for the company.

**Write or email a thank you note.**

1. Use a simple white or beige card and hand write or type a two-or three-sentence note thanking the interviewer.

**In space below, write a thank note to the employer.**

- *Interview Details:*

Interviewer: Ms. Anna Smith  
Email: smith\_a@skysthelimit.ca  
Company: Sky's the Limit LTD.  
Position: Sales