

## INTERVIEW FOLLOW-UP

[www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm)

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**The Citadel**  
THE MILITARY COLLEGE OF SOUTH CAROLINA  
**CAREER CENTER**



Review the following information and tips regarding the professional practice of following up with employers after an interview.

1. **Reflect on your impressions** immediately following the interview (in your car, at your hotel, on the plane, etc.) while everything is still fresh in your mind. Add to any notes you jotted during the interview to help you evaluate the process and the opportunity.
2. **Send a Thank You Letter** ([www.citadel.edu/career\\_services/Communication.htm](http://www.citadel.edu/career_services/Communication.htm)) to the Recruiter(s) within 2 business days of the interview. Include specifics you discussed and confirm your interest in the company and in the position. (If you are no longer interested, thank the recruiter for the opportunity and politely ask to be removed from consideration). Additional information and samples are available via the preceding link.
3. **Keep a Log of your interviews.** This will help to keep track of the interviews you have scheduled, your follow-up, notes regarding the next step indicated by the Recruiter, and your thoughts on the position.

Keep record of the next steps of the interview process and follow-up accordingly. If you have been told you will hear back from an employer in 7-10 days and about 12 days or so have passed, contact them. Keep in mind that a number of recruiters travel for weeks at a time and may need to delay the original plans they had set for following-up with candidates. Additionally, your phone number may have changed since you met with the employer, maybe your number was misdialed in attempt to follow-up with you, or your email box was full and the message bounced back without your knowledge. If you choose to wait to hear back from the employer, you may miss an opportunity.

4. **Be aware of the next steps in the company's interview process.** The Recruiter will typically provide this information at the end of the initial interview. Allow the Recruiter and/or company to get back to you within the allotted time indicated. If you do not hear anything within a couple days or so after that time, you may follow-up to inquire about your status in the process. Avoid calling repeatedly or leaving message after message. Follow-up is important. Find a balance between too much and too little follow-up.

For On-Campus Interviews (OCIs), keep in mind that many Recruiters are visiting other colleges before and after their trip to The Citadel. (They may be on the road longer than planned and thus unable to follow-up with you as initially indicated).

5. **Be prepared to be invited to a company location for a Second, Third and even a Fourth interview.** At this point, you will meet others in key roles and may get to see company operations. When granted a follow-up interview, respond promptly to the invitation. If suggested dates are not suitable to your schedule, advise your contact and determine alternative dates that may work. Second/Third/Fourth interviews may be held for an entire day and may involve a business dinner the night before or following the interview. Plan your schedule accordingly.

Cadets need to clear off-campus interview invitations with their TAC, as is customary. The Career Center cannot clear students for on or off-campus interviews.

6. **Understand company policy regarding travel reimbursement.** Each company has a policy on how, when, and if they reimburse candidates at each stage of the interview process for their travel. Refer to [Travel Expenses: How to Handle](#) ([www.citadel.edu/career\\_services/Interviewing/TravelExpenses.pdf](http://www.citadel.edu/career_services/Interviewing/TravelExpenses.pdf)) for details.
7. **Promptly respond to any and all correspondence** (email, letter, and phone) from an employer to you. Not only is this considerate, it shows you know preferred business practice. (If you are no longer interested in the opportunity or have accepted another job offer, do not ignore communication from the employer; follow-up with them. If the employer has not contacted you but either circumstance applies, it is appropriate for you to let the employer know that you are no longer interested or accepted another job).
8. **Prepare for a more in-depth interview** when asked for a Second/Third/Fourth interview. Review your notes from the initial interview(s). You may need to repeat some information, as you will meet with different departments who have a stake in who is hired, but also be ready to share new information and insight regarding your candidacy.