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EMPOWERING PEOPLE.
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16. FOLLOWING UP AFTER AN INTERVIEW

SHOW YOUR INTEREST. STAY PROFESSIONAL.

Following up shows your appreciation, reinforces your interest in the role and keeps you top of mind.
It's a small step that can make a big difference.

IN THIS GUIDE

- Why following up is important
- When and how to follow up
- What to say in your follow up
- Email and phone follow up examples
- What to avoid
- Key things to remember

1. WHEN TO FOLLOW UP

- Send a thank you within 24–48 hours after your interview.
- If you haven't heard back, follow up after the timeframe they gave you.
- If no timeframe was given, wait 7–10 working days before following up.

Timing shows respect for their process.

2. HOW TO FOLLOW UP

- Email is usually best – it's professional and easy to track.
- A phone call is okay if you were told to call or if it's been a while with no update.
- Keep it polite, short and positive.

Professional, polite and concise.

3. WHAT TO SAY

- Thank them for the opportunity to interview.
- Reiterate your interest in the role and the value you can bring.
- Politely ask if there is any update on the decision.
- Keep it brief and positive.

Gratitude, interest and professionalism.

4. WHAT TO AVOID

- Don't follow up too soon or too often.
- Don't sound impatient or demanding.
- Don't send generic or unclear messages.

Patience and professionalism make the best impression.

FOLLOW UP MESSAGE EXAMPLES

EMAIL EXAMPLE

Subject: Thank You – [Your Name]

Dear [Interviewer's Name],

Thank you for the opportunity to interview for the [Job Title] position on [Date]. I really enjoyed learning more about the role and your team.

I remain very interested in the opportunity and believe my skills in [key skills/experience] align well with what you are looking for.

Please let me know if there are any updates regarding the next steps. I look forward to hearing from you.

Kind regards,
[Your Name]
[Your Phone Number]
[Your Email]

PHONE FOLLOW UP EXAMPLE

What to say:

- Introduce yourself.
- Thank them for the interview.
- Express your continued interest.
- Politely ask if there is any update.
- Thank them again for their time.

> *"Hello, my name is [Your Name]. I interviewed for the [Job Title] position on [Date] and just wanted to check if there are any updates on the hiring process. Thank you again for the opportunity."*

KEY REMINDERS

BE GRATEFUL
Always thank them for their time and the opportunity.

BE PROFESSIONAL
Keep your messages polite, clear and well written.

BE PATIENT
Hiring takes time. Give them space to make the right decision.

STAY POSITIVE
Keep your tone positive and confident in every communication.

STAY INTERESTED
Following up shows you're serious about the opportunity.

REMEMBER

Following up is not about rushing them – it's about showing your continued interest and professionalism.