

# Following Up

The job interview is a process where an employer determines which candidate is the right person for their organization and where the candidate must convince the employer that they have the skills, background, and ability to do the job. As a candidate, you can increase your chances of being the right person by doing thorough research on the company and by being fully prepared for the interview.

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After a job interview you may find yourself waiting to hear back.  
While you wait be sure to take these steps!

## Thank Your Interviewer

Send a thank you letter to each interviewer immediately following the interview. In addition to thanking them for their time, re-state your interest in the company or follow up on some of your strengths that you feel make you the best candidate. Type the letter on good quality bond paper in a business format or send by Email. You can find more information on writing thank you notes on the Interviewing webpage. [http://www.fit.edu/career/jobs/effective\\_interviewing.php](http://www.fit.edu/career/jobs/effective_interviewing.php)

## Follow Up

Follow up with a phone call or Email if you do not hear anything in the expected time frame to check on the status of the position. Making this extra effort can be in your favor if they are still making a decision. If you find out that you did not get the job, thank the interviewer for their time and try to get some tips to improve in the future. Never burn your bridges by showing disappointment or frustration, there may be future opportunities that are better suited to you.

## Be Prepared

Some companies have an extensive interview process. Be prepared to be called in for additional interviews and speak with more representatives at the company. You may speak with someone in HR one day and a department head the next. Keep track of each person you interview with and send a thank you to each person.

## Remember

The job interview is a subjective process where interviewers select the person that they like the best from a group of qualified candidates. Personality, confidence, enthusiasm, professionalism, a positive attitude and excellent interpersonal and communication skills will count heavily in their decision. Being well prepared for the interview will help you communicate these and other strengths to the employer and increase your chances of being selected for the job.