

TIPS FOR FOLLOW-UP

AFTER SUBMITTING AN APPLICATION AND AFTER INTERVIEWING



ALWAYS MAKE TIME TO FOLLOW-UP ON ALL JOB LEADS, NO MATTER HOW BUSY YOU ARE.



SEND A THANK YOU CARD OR EMAIL IMMEDIATELY AFTER AN INTERVIEW



CREATE A LIST OF ALL JOBS APPLIED FOR AND INTERVIEWED FOR SO YOU CAN KEEP TRACK OF FOLLOW-UPS



FOLLOW-UP AGAIN ABOUT A WEEK AFTER AN INTERVIEW TO CHECK ON THE STATUS



BE PROFESSIONAL AND BE BRIEF IN YOUR FOLLOW UP. USE AN APPROPRIATE EMAIL ADDRESS.



ASK ANY QUESTIONS AND REITERATE INTEREST IN THE POSITION