



AFTER THE INTERVIEW

FOLLOWING UP AFTER AN INTERVIEW

Send a thank you email or card within 24 hours of an interview. If you interviewed with more than one person, make sure to individualize their note. Adding something specific about your engagement is a nice touch to help the person feel appreciated and noticed. Lastly, remember to be brief and express your excitement about working with them.

WAITING PERIOD

After an interview, you may not hear right away as to whether or not you've been hired. You can email either the HR Representative or Hiring Manager a week after an interview to see if they have any additional questions or need further information. After that, only initiate contact via email or phone once a week. The hiring process can be lengthy, so be patient. Waiting to hear back can be stressful. Gatorwell has helpful strategies for managing stress and offers both in-person and online wellness resources. You can find a list of these strategies and resources on their [website](#).

If you are given an employment offer, ask the employer how much time you have to respond to the offer if you have not already been told. Be sure to respond within that time frame. If you need an extension in response time, politely ask the employer. Be sure to give a good reason as to why you need an extension. The employer is not obligated to give you an extension so be sure to be professional and polite when making any requests with the employer.

 **Career Tips!** [7 Tips to Help You Survive Your First Week on the Job](#)

WHAT IF THE INTERVIEW DOES NOT GO WELL?

Reflect on the experience and learn from it. Examine what went well, then identify and reflect on what you would have changed and note it for the future. The interview experience may have felt worse for you than how it happened, so try to not be so hard on yourself but also learn to accept mistakes and move forward into determination and positive actions. If you did not receive the position, let them know you are sorry to not get the offer, but enjoyed meeting them and would love to be considered for other positions in the future and remind them of your key strengths. Sometimes it simply comes down to best fit for the position, and you will find the right one.

 **Career Tips!** [Recovering From a Bad Interview](#)

PRACTICE

The best way to feel more comfortable during an interview is through intentional practice. Fortunately, the Career Connections Center can help! Make a Career Planning Appointment to practice with a Career Connections Center career coach through Gator Career Link.