Following-up After Applying For A Job
Following-up demonstrates to the employer that you genuinely want that job.
Often by following-up, it helps the employer choose which candidates to interview!

It is appropriate to follow-up for all jobs you apply for unless the job posting instructs you not to.

When to follow-up:

- If you know when interviews are taking and you haven't heard from them, follow-up with them one or two days before the interviews are scheduled.

- If the *closing date is posted* on the Job Posting and you haven't heard back from them one week after the posting ends, it's time to follow-up! Ideally you will want to follow-up between 7-10 days.

- If there is *no closing date posted*, it is best to follow-up 7-10 days after you applied there. Give it at least one full week before you contact them.

It's always best to email the employer to follow-up!
                    …A distant second is to follow-up by phone.

If you did the "Minute To Win It" Challenge (briefly introduced yourself to the person who does the hiring for the job you are applying for), you will only want to follow-up via email <u>once</u> unless you were instructed by them or someone at that company otherwise.

If you applied online, it's a good idea whenever possible to do the "Minute To Win It" Challenge as laid out in the video in the KEE "How To Apply Properly" module. This is a great form of follow-up for entry level positions if it's possible to do in-person at that particular business.

Note: There is a fine-line when it comes to following-up! You want to express your genuine interest in working for that employer however you do not want to come across as an annoyance to them because that will definitely eliminate you from consideration for that position. Do not follow-up more than twice (the "Minute To Win It" Challenge counts as once) unless you have been instructed by the employer to do so.

You can use the examples below for guidance, keeping in mind that it is best for you to customize them for you and that specific job. You can find more examples online by searching Google or checking out YouTube.

Scenario: You applied in person and spoke to the person who does the hiring…

Email Subject: *[your first/last name] following-up for [name of title] position [posting # if applicable]*
Hello Mr. Miller, I hope you are doing great.
Last Monday, I gave you my application and resume for the _____ position. I just wanted to thank you for chatting with me briefly and wanted to express my genuine interest in this position as I feel I would be a great fit and have a lot to offer [business name]. I hope you will consider contacting me for an interview. Should you require any further information, please let me know.

Sincerely,

Your First/Last Name
your@emailaddress.com
Your phone number with area code

Email Subject: *[your first/last name] following-up for [name of title] position [posting # if applicable]*
Hello Mr. Miller, I hope you are doing great.
Last Monday I left my application and resume with [name of person and their department]. I am following-up because I'm very interested in this opportunity and believe I have a lot to contribute to [name of business] as your new [position title]. I imagine you are quite busy and had a lot of interest for this opportunity so I wanted to check in to see if you had a chance to look at my application and resume. I'm hoping to be considered for an interview. If I can provide any further information, please let me know. Thanks for your time and consideration,

Your First/Last Name
your@emailaddress.com
Your phone number with area code

Scenario: You applied online…

Email Subject: *[your first/last name] following-up for [name of title] position [posting # if applicable]*
Hello Mr. Miller, I hope you are doing great.
Last Monday I applied online for the position of _____ on _____ [website name]. I wanted to touch base to express my genuine interest in joining your team at [business name] as your new [position title]. I feel I have all the qualifications you are looking for as per the job posting. I am also a very reliable and flexible person who is committed to serving customers and contributing to your organization. I hope you will consider me for an interview. Should you require any further information, please let me know. Thanks for your time and consideration,

Your First/Last Name
your@emailaddress.com
Your phone number with area code

What if you don't have their email address?
If you didn't get their email address via their business card, online or on the actual job posting, it's ok to phone and ask for it. This inquiry could quickly turn into a follow-up phone call - this is fine, you just need to be prepared! When you call, ensure you have a pen and paper, the job posting, your job tracking sheet and ideally, a customized script of what you're going to say.

We recommend that when you call that you ask for the email of the person who does the hiring for the job you are applying for (ideally you already know their name) but be prepared to either speak to that person directly or that you may be sent to their voicemail.

If you end up speaking to that person, the conversation will be similar to the "Minute To Win It" Challenge. You may want to watch that video again and write out what you will say to sell your skills to this employer. If you leave a voicemail, here is a sample of some of the things you will want to mention:

"Hello Mr. Miller. My name is _____. I applied [give details how you applied: be it online through their website or Indeed, or if you went in person, who you left your application/resume with]. I am calling to confirm you received my application and resume and express my genuine interest in this great opportunity. [share something short & specific for example "I believe I have all the qualifications you are looking for and I am also a reliable person with a flexible schedule"]. I can be reached at [phone #] or email me at [email address]. Thanks for your time and consideration, I look forward to hearing from you."