



PEOPLE HIVE

Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

INTERVIEW FOLLOW-UP & THANK-YOU CHECKLIST



THANK-YOU MESSAGE SENT PROMPTLY

Send a thank-you message within 24 hours, as it reinforces professionalism; good practice is sending a concise and personalized note.

INTERVIEW HIGHLIGHTS REFERENCED

Mention specific discussion points, as generic messages lack impact; good practice is linking your skills to the role discussed.

INTEREST RECONFIRMED

Reaffirm your interest in the role, as silence may be interpreted as disengagement; good practice is expressing enthusiasm without pressure.

NEXT STEPS CLARIFIED

Confirm expected timelines, as follow-up anxiety is common; good practice is politely asking about next steps.

-END-

PEOPLE HIVE HUMAN RESOURCES CONSULTANCIES LLC

Free HR Templates | For General Guidance Only

Users are responsible for adapting this template to their jurisdiction and organizational requirements.

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