

FREE DOWNLOAD | THE INTERVIEW AFTER THE INTERVIEW

The 5-Point Post-Interview Checklist

The interview doesn't end when you log off. Work through these five points between "Thanks for your time" and "We'd like to make you an offer."

1 The Follow-Up

WITHIN 24 HOURS

- ☐ Write a separate note for every person I met
- ☐ Referenced one specific moment from each conversation
- ☐ Included one proof point with a result
- ☐ Added or tightened one answer
- ☐ Proofread names, titles, and the company name

2 Your Digital Footprint

WITHIN 48 HOURS

- ☐ LinkedIn headline matches the role I interviewed for
- ☐ Top experience bullets reflect the wins I talked about
- ☐ Profile photo is current and professional
- ☐ Public posts and comments are ones I'd stand behind in a leadership meeting

3 The Back-Channel Reference

BEFORE REFERENCES

- ☐ Told each listed reference the role and the two strengths to highlight
- ☐ Reconnected with at least one former manager or peer
- ☐ Prepared a calm, one-sentence explanation for any complicated exit

4 The Recruiter Check-In

EVERY CALL

- ☐ Answered "How did it go?" positively and specifically
- ☐ Asked for the compensation range before naming a number
- ☐ Stayed positive about every past and current employer
- ☐ Sent a short recap email confirming next steps

5 The Wait & The Offer

UNTIL IT'S SIGNED

- ☐ Asked for the decision timeline before leaving the interview
- ☐ Sent one polite check-in after that date passed
- ☐ Kept applying and interviewing elsewhere
- ☐ Asked for the offer in writing and time to review
- ☐ Negotiated professionally, based on scope and value

My interview tracker

Use one row per interview round so nothing slips during a busy search.

Company & role	Interview date	Notes sent	Decision by	Check-in sent	Status

Quick tips by career stage

Career stage	Remember this
Just Getting Started (Gen Z)	Nobody told you the rules. That's not your fault. Every internship, part-time job, and group project is a reference, so show up like it.
Building Real Momentum (Millennial)	You're not underqualified. You might be under-discussed. Make sure your profile and your references tell the same story you told in the room.
Senior and Stuck (Gen X)	Twenty years of receipts and you still have to explain yourself. Use the follow-up to reframe, update your profile to where you're going, and negotiate like the senior hire you are.

It all counts. And you can prepare for all of it.

Want a plan that covers every stage of your move? The 90-Day Positioning Intensive is built for exactly that. Details at corpfgm.com.