



# WebSource

For the Classroom

## College and Career Readiness Interview Skills

### Discussion Questions

- Have you ever been on an interview?
- Did you follow up?
- When you get back in touch with your interviewer, what might that demonstrate?

### Activity: The Interview Follow Up

Students will demonstrate knowledge of how to properly follow up after an interview.

#### PROCEDURE

1. Explain to the class that it is very important to follow up after an interview. It can mean getting offered the job over someone else. Discuss with students that their goal is to leave each interviewer with a lasting positive impression on their way out.
2. Step One: Thank the interviewer, using his or her name, for their time in a grateful goodbye.
3. Step Two: Stop and take a moment to recap your thoughts following the interview. This will help you track your feelings, thoughts and information gathered during the interview, which can provide input for follow up, as well as guidance for future interviews. How did you feel before, during and after the interview? What went well? Is there a response that you could have handled differently? Students should also write down as many questions as they can remember being asked. By recording all of this information, students can refer back to their notes and can constantly prepare for future interviews.
4. Step Three: Explain to students that as soon as you home, should send an email to the interviewer thanking them, once again, for their time, and expressing your interest. As a class, draft a sample email outline on the white board.
  - Email should begin with addressing the interviewer by name, or how they introduced themselves.
  - Within the body of the email, they should thank them for taking the time to meet with them.
  - Students should express their interest in the position after hearing what they have to offer, as well as referring back to something they discussed during the interview.

- Students should end the email with a positive statement, as such “I look forward to hearing from you”, then of course, signing the bottom of the email.
5. Now, explain to the students that it is important to follow up beyond the thank you email following the interview. It is common for employers to need to decide between candidates. By reaching out and following up, it will show persistence and desire for the position. During the interview, they may be told to follow up on a certain day. If that is the case, be sure to do so. However, if that is not the case, one should follow up one week following the interview. This can be done through email unless told otherwise.
  6. Next, have students practice writing their own hypothetical email follow up. You can have students send the email to you, their advisor/teacher, at your school email address.