ASK ELLEN – how to follow up after an interview

7/16/12

Q: About a month ago I was flown down for an interview in another state and felt I really did well. They checked out two out of three of my references and started to do a criminal/background check. I have not heard from them since then. How should I contact them?

A: I would contact them, once, to follow up. If it was about a month ago, enough time has passed that you wouldn’t be contacting them too soon.

Unfortunately, many employers don’t get back to applicants, even if they have flown the person in for an interview. There are a number of possible reasons why haven’t gotten back to you, including a hold-up of the hiring process because one or more key players are unavailable (not uncommon, especially in the summer), funding falling through for the position or a hiring freeze at that workplace, or the employer has decided to hire someone else.

E-mail is probably best as a method of contact, as it is the least intrusive. State your continuing interest in the position and ask if they can give you an idea of a timeline for their next step in the hiring process. It is a good idea at the end of each interview, to ask what the next step is and when would be good for you to follow up.

In the meantime, continue to apply for other jobs. If you hear back from them, you can proceed from there. If not, you will be pursuing other opportunities.

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Thank you and good luck!

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