

INTERVIEWING AND FOLLOW UP

PRESENTER:

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DEXIAN | DISYS

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ENDING THE INTERVIEW

- Ask questions
- Thank the interviewer for investing their time
- Identify any potential objections to a next step
- Reaffirm your interest in the position and why you feel it is the right role for you (if that is in fact the case)
- Ask what you should expect next
 - Aim to understand their timeline for a decision.

ONCE YOU'RE HOME

- Review your notes.
 - Are there any new questions that have cropped up? This may be a good touchpoint for a future follow up.
- Assess your interview
 - Don't dwell on what went poorly. Focus on what went well, but use what didn't go well as a coaching moment to improve for future interviews.

THANK YOU NOTE

- Personalize the note as best you can- mention interviewers by name and **express your gratitude** for their contributions to the process.
- Call out portions of the interview you enjoyed, aspects of the role that excite you, or both.
- If there were any glaring mistakes or areas you could have done better, it is okay to address them, but don't make them a focus of the follow up.
- Conclude with some takeaways from the interview that show that you understand the role and help to emphasize your strengths.
 - Remember there is a fine line between confidence and arrogance when you are emphasizing your own strengths.
- Check your spelling and have a friend or peer review the note before sending it.

FOLLOW UP

- Send any necessary follow up documentation
 - Example: Your GitHub, a certification number, or personal project was discussed in the interview. Send the links along for them to review.
- Send a check-in to see if timelines have changed
 - Follow up frequently enough to stay top of mind, but not so frequently that you come across as desperate. Use the timeline established at the end of your interview as a baseline for an appropriate timeline for follow up.
- Make your follow up relevant.
 - EX: Company press releases, updates on your other activity, blog posts, etc.

THE WAIT

- Keep your options open. It's likely you aren't the only candidate interviewing, and even if you feel you are a great fit, there may be a better fit option for the hiring manager.
- Chances are, you are more anxious to hear back on an interview than an interviewer is to provide that feedback or decision, so be patient and find other ways to occupy your time rather than constantly thinking about when they'll decide.

THE DECISION

- If you've been selected, congratulations!
 - Salary negotiation is next, but that's a topic for another day.
- If not, use this as a learning opportunity. Ask your recruiter, or the person informing you of the decision why you were not selected. Solicit advice for areas of improvement, and ask if you would be considered in the future for similar roles.
 - If a missing qualification was a deciding factor, take an online course to improve your skills in that area.
 - If the feedback is vague or you were rejected with a generic email, as is sometimes the case, reflect on your own notes.
 - Interview role play with peers, and discuss the flow of the interview. An outside perspective can be very helpful.

MARKET UPDATES/JOBS



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