

After the Interview

After a job interview it's time to relax and wait for a phone call from the employer. Right? Wrong! You can prove to an employer that you are a good worker by displaying follow-up skills. What are follow-up skills? These are skills that take extra effort after a job is complete. For example, when a customer orders a meal in a restaurant, the meal is brought to the customer. Follow-up skills are displayed when dining room attendants check back to make sure that everything is correct. Or, after a grocery store clerk bags all the groceries for a customer, follow-up skills are displayed when the clerk asks if the customer needs help to take the groceries to the car. After a job interview, how do you prove that you have follow-up skills? :

FOLLOW-UP SKILLS — PHONE CALL

During the interview, you may have asked when you could call the company to find out the hiring decision. If you were told to call back, make sure that you call back on the day the interviewer said to call back. If interviewer said you would be contacted by a certain date and you are not contacted, follow up with a phone call. Be polite. You may say, "This is Mary Smith. I interviewed for the cashier job opening one week ago. Mr. Jones said that a hiring decision would be reached by Monday, and he would let me know. Has the hiring decision been made yet?" You will find out if a decision is made, and if you are hired or not hired for the job. Be sure to thank the person on the phone for the information.



If you were not hired, you may ask about future jobs with the company by saying, "I would like to work for your store. Can you tell me what I can do in the future to get a job?" Write down suggestions that you are told such as taking a class or getting more work experience. Many job seekers are not hired after the first interview. Many job seekers return to a good company to interview again after learning more skills. For example, Jason, a college student, wants a job as server in expensive restaurant because of generous tips left by customers. Jason was turned down at the job interview because he did not have one year of work experience as a server. After Jason gains one year of work experience at another restaurant, he may return to apply for a job as a server at the expensive restaurant.

FOLLOW-UP SKILLS — THANK YOU LETTER

Within two days, you need to send the interviewer a thank you letter for the interview. This needs to be done even if you were told you would be called for the interviewer's decision, or if you called to find out the decision. A thank you letter does the following:

1. You prove you have outstanding follow-up skills since writing a thank you letter takes effort.
2. You build a relationship in case you apply to that company again in the future.
3. You show interest in the job and company.
4. You may tell of your education, skills, and work experience again.
5. You remind the interviewer of your name so that you may be called when another job opening occurs.



3099 Maple Street
Careerville, WY 99001
October 24, 2018

Mrs. Betty Jones
Jeans & Things Clothing Store
798 West Mall Lane
Careerville, WY 990019

Dear Mrs. Jones:

Thank you for taking the time to interview me for the sales clerk position in your store. After talking with you, I am very interested in working for Jeans & Things.

I have the skills to learn this job because I have completed business classes at Valley High School. In addition, I have six months volunteer experience as a cashier for Careerville Little League snack bar where I have been trained in handling money, record keeping, and customer service skills. I am a dependable worker.

I hope you decide to hire me. If you choose another applicant, please keep me in mind for future job openings at Jeans & Things. My home telephone number is (555) 333-3332.

Sincerely,

Jason Jones

Enclosure: Resume

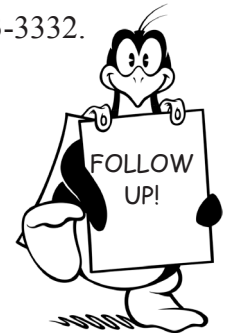
Thank You Letter:

Paragraph #1: Thank you for the interview.

Paragraph #2: Your skills and experience.

Paragraph #3: Ask for the job.

See the next page for word processing rules.



QUICK CHECK:

1. a) What are follow-up skills? b) Give one example of a worker showing follow-up skills.
2. If you were told to call back during an interview, when should you make that call?
3. If an interviewer promised to contact you by a certain date and does not, what should you do?
4. Write down a 4 sentence example of what you may say over the phone to find out if you were hired for the job opening.
5. If you were not hired for the job, write down an example of what you may say to inquire about future jobs with the company.
6. a) Is everyone hired with the first interview?
b) After what may you return to a good company to interview again?
7. Within what number of days should you send the interviewer a thank you letter?
8. List 5 things that writing a thank you letter does.
9. a) If you were a grocery store manager, would you be impressed to receive a thank you letter after a job interview? b) Give a reason for your answer.
10. For a thank you letter, what should you say in:
a) Paragraph #1? b) Paragraph #2.
c) Paragraph #3?
11. Word process a thank you letter to Mr. Lopez to thank him for interviewing you for the sales associate job opening at the Home Store.

Follow this example when writing your thank you letter to Mr. Lopez, manager of Home Store.

If your letter is too high or too low, add or delete lines in the space above your street address.

3945 My Street *Use your home address
Careerville, WY 99001 and the current date*
April 3, 2018

Press return (or enter) key 4 times

Mr. Lopez
Home Store
1632 Business Ave.
Careerville, MS99000

Press return key 2 times

Dear Mr. Lopez:

Press return key 2 times

Thank you for taking the time to interview me for the (sales associate?) position at the Home Store. After talking with you, I am very interested in joining the Home Store employee team.

Press return key 2 times

I have the skills to succeed in this job because I have work experience as a (your job title) at (name of company) and have been trained in (cashier?) and (customer service skills?). At Valley High School, I completed classes in _____, _____, and _____. I was a member of the school (tennis team, student government, or Spanish club?) for one year. I also earned a _____ Certificate and was trained in _____ and _____. I am a dependable worker and will be an outstanding employee for the Home Store.

Press return key 2 times

I would like to work for the Home Store. If you choose another applicant, please keep me in mind for future job openings. My home telephone number is (555) 333-3332.

Press return key 2 times

Sincerely,

*Press return key 4 times — Sign your name in the space after “Sincerely”
Start signing under the “S” or “i” and try not to slant up or down as you finish writing your name.*

Jason Jones

Enclosure:
Resume
Certificate

*Tip: No certificate earned?
Leave out "Certificate"
under Enclosure.*

3945 My Street
Careerville, WY 99001
April 3, 2018

Mr. Lopez
Home Store
1632 Business Ave.
Careerville, MS99000

Dear Mr. Lopez:

Thank you for taking the time to interview me for the _____ position at the Home Store. After talking with you, I am very interested in joining the Home Store employee team.

I have the skills to succeed in this job because I have work experience as a _____ at _____ and have been trained in _____ and _____.
At Valley High School, I completed classes in _____, _____, and _____.
I was a member of the school _____ for one year.
I also earned a _____ Certificate and was trained in _____ and _____.
I am a dependable worker and will be an outstanding employee for the Home Store.

I would like to work for the Home Store. If you choose another applicant, please keep me in mind for future job openings. My home telephone number is (555) 333-3332.

Sincerely,

Jason Jones

Enclosure:
Resume
Certificate

Follow this example when writing your thank you letter.

If your letter is too high or too low, add or delete lines in the space above your street address.

3945 My Street
Careerville, WY 99001
November 30, 2018

*Use your home address
and the current date*

*Tip: No certificate earned?
Then leave out the "I also"
sentence in paragraph #2.*

Press return (or enter) key 4 times

Ms. Nelson
Super Discount Stores
830 West Mall Lane
Careerville, WY 90899

Press return key 2 times

Dear Ms. Nelson:

Press return key 2 times

Thank you for taking the time to interview me for the sales clerk position at Super Discount Stores. After talking with you, I am very interested in joining the Super Discount Stores employee team.

Press return key 2 times

I have the skills to succeed in this job because I have work experience as a cashier at Del Taco and have been trained in customer service skills. At Valley High School, I completed two years of computer applications. I also earned a Marketing Certificate and was trained in sales techniques. I am a dependable worker and will be an outstanding employee for the Super Video.

Press return key 2 times

I would like to work for Super Discount Stores. If you choose another applicant, please keep me in mind for future job openings. My home telephone number is (555) 333-3332.

Press return key 2 times

Sincerely,

Press return key 4 times — Sign your name in the space after "Sincerely"

Start signing under the "S" or "i" and try not to slant up or down as you finish writing your name.

Jason Jones

Enclosure:
Resume
Certificate

*Tip: No certificate earned?
Leave out "Certificate"
under Enclosure.*

3945 My Street
Careerville, WY 99001
November 30, 2018

Ms. Nelson
Super Discount Stores
830 West Mall Lane
Careerville, WY 90899

Dear Ms. Nelson:

Thank you for taking the time to interview me for the sales clerk position at Super Discount Stores. After talking with you, I am very interested in joining the Super Discount Stores employee team.

I have the skills to succeed in this job because I have work experience as a cashier at Del Taco and have been trained in customer service skills. At Valley High School, I completed two years of computer applications. I also earned a Marketing Certificate and was trained in sales techniques. I am a dependable worker and will be an outstanding employee for the Super Video.

I would like to work for Super Discount Stores. If you choose another applicant, please keep me in mind for future job openings. My home telephone number is (555) 333-3332.

Sincerely,

Jason Jones

Enclosure:
Resume
Certificate