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Employment Plus!

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Landing the Job After the Interview

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The resume you submitted has done its work and you've interviewed for the perfect job. The interview has gone quite well and you're optimistic about receiving an offer. Remember, however, that your job search is not complete.

The first step to securing the position actually occurs at the end of the interview. Asking what the company's next steps will be, or when they plan to make a decision, or outright asking for the position are definite ways to let the employer know you're interested. Knowing the timetable that the company is working with is helpful when planning a follow-up.

Also, knowing how many candidates are involved in the interview process is certainly helpful as well. This knowledge can help you determine how much time and energy to invest in the follow-up process.

Companies are impressed by follow-up that is persistent, while not being bothersome. In fact, some companies like to see how badly candidates want positions by waiting to see what kind of follow-up they provide.

Candidates should follow up by mailing or e-mailing a thank-you note to each person with whom they interviewed. The notes should show an understanding of the position and provide details matching your past and current experience to the position's objectives.

Also, it's essential to ask for business cards from everyone who spoke to you. If business cards are not available, make sure you have the correct spelling of first and last names and correct titles.

If you are thanking multiple people, it's essential to vary the notes a bit. Carbon copies never make a candidate look good. Make absolutely sure that the letter is grammatically correct, has been proofread and has

been spell checked.

Sending thank you notes may seem like common knowledge, but during a time when some companies refuse to further consider candidates who neglect to send a thank you, it's important to understand the need for follow-up.

After sending the thank you note, wait several days. If the company plans on making a decision within the week, then don't wait a week to show your interest. Letting two or three days pass after sending the initial note is sufficient with a company that makes decisions quickly. If the process is going to take several weeks, spread it out a bit so that you don't become a bother.

While further follow-up, in the form of an e-mail or a voice mail, reiterates interest in the position, showing up at the office or sending gifts is inappropriate and could have a negative effect on your prospects. There is a fine line between having an interest in the position and sounding desperate.

E-mails and voice mails shouldn't always sound the same either. One communication should provide professional references, while another should provide follow-up information requested at the interview.

If providing references, make

sure the contact information is current. Also make sure your references are aware they may be receiving calls. Providing your references with information about the position and the objectives is also a good idea to make sure their description of you and your skills is a match.

filled is appropriate. All of this depends on the type of feedback that you're getting from the company. Obviously, if they seem annoyed then just stop.

If the position is offered to someone else, it's certainly disappointing, but there always will be another position. Evaluate how you've dealt with the process. If you've done all you can with providing follow-up, and did your best on the interview, use the experience as one to learn from. If the position is not a fit, no amount of follow-up is going to secure the position for you; however, if the position is a fit, follow up can be the key to making a successful match.

If working through a recruiter, it's guaranteed that a good bit of the follow up will be taken care of on your behalf. Recruiters who know their clients well can often tell you what kind of follow-up is appropriate and how much is too much.

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Did You Know?

The trucking industry employs over 9 MILLION PEOPLE

If you feel as if your follow-ups are annoying or bothersome for the employer, chances are you're right. If you've followed up with a thank you, offered to provide references, reiterated your interest in the position, and you still haven't received an offer, weekly follow-up to express interest and asking whether the position has been