INCLUSIVE

Career Advancement

PROGRAM

Mastering the Interview: Part 3 After the Interview—What's Next?

OREGON DEPARTMENT OF Human Services
Vocational Rehabilitation

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Mastering the Job Interview Series

- Part 1: Preparing for the Interview
- Part 2: Making a Strong Impression During the Interview
- **Part 3: After the Interview—What's next?**



Next Steps to Take After the Interview



Congratulations—You Interviewed!

1. Send a thank you note.
2. Reflect on your experience.
3. Follow up within an appropriate timeframe.
4. Keep track of contact names, where you applied, and dates.
5. Stay engaged and continue to apply for other jobs.

Send a “Thank You” Email Within 24 Hours of the Interview

- Say “thank you” for the opportunity to interview.
- Include the date of when you interviewed and the position title you interviewed for.
- Remind them of your interest and/or qualifications.



Mention something you learned, appreciated, discussed, or enjoyed about the interview–the more specific, the better!

(University of Arizona Career Services, n.d.)

Example: Thank You Note

Your Contact Information
Employer's Contact Information

Dear Mr./Ms. [Last Name],

Thank you for the chance to interview with ABC Auto Repair on 4/1/26. I came away feeling very enthusiastic about the Automotive Technician position. The opportunity to apply the hands-on training I gained through completing my Automotive Career Pathway program, while working as part of a skilled team, is exactly what I am looking for. I am also very excited about the possibility that my training in diagnostics, brake systems, engine repair, and preventive maintenance matches your need for someone who can quickly contribute to the shop and provide quality service to customers.

If you have any more questions for me, please feel free to contact me. Again, thank you for your time and for considering me as a candidate for the Automotive Technician position on your team.

Sincerely,

Sign your name
Type your name

(Adapted from Monroe Community College, n.d.)

Reflecting on Your Experience

Now:

- What did you notice about the culture and the environment?
  - Would you be happy at this job?
- Did other employees seem satisfied and comfortable?
- Does the job align with your values and ambitions or future employment goals?

Thinking towards the future:

- Does the employer meet your needs for work/life balance?
- Does the pay/benefits cover your expenses and needs?
- What types of opportunities are there for advancement or promotions?

(Adapted from University of Arizona Career Services, n.d.)

Ask Yourself

What went well?

What would you like to improve on in future interviews?

Was there something you could have done to better prepare?



Follow Up Email After No Response

- If you haven't gotten an email or phone call from a potential employer after your interview or after your post-interview follow-up email, you can send an email to check on your application.
- You should send this email if you haven't heard back after two weeks since your interview.

- Keep your email short and to one paragraph.
- Indicate you're still interested in the job and are looking for an update.
- Include the job title you interviewed for in the subject line of the email.
- Send this email to the recruiter or other appropriate contact.
- Offer to provide additional information if they need it.
- Sign off with a thank you.

(Parker, 2025)

Staying Organized



Information to keep track of:

- Where you interviewed, names and titles of interviewers, as well as contact information and dates
- Specific topics or points that were discussed in the interview
- Questions you answered well and those you would like to improve on in the future
- Follow up timeline—the date they promised to update or any next steps
- Your impression—your takeaways about the culture and fit of the employer and company

Interview Tracking Example

Column	Purpose	Example entry
Company	Name of the employer	Acme Corp
Role	Position you applied for	Accounting Assistant
Application Date	When you submitted the application	2025-09-12
Interview Date	Date of the interview (if any)	2025-09-20
Contact Name	Recruiter or hiring manager	Jane Doe
Contact Email	Email address for follow-up	jane.doe@acme.com
Follow-Up Sent?	Yes/No	Yes
Follow-Up Date	Date you sent the email	2025-09-21
Next Action	Planned next step (e.g., call, second email)	Call on 2025-09-25
Next Action Date	When the next step is due	2025-09-25
Response	Short note of reply	“Scheduled second interview”
Status	Overall stage (Applied, Interviewed, Offer, Rejected)	Interviewed

(Brown, 2025)

Continue to Apply for Jobs and Stay Motivated

Create a schedule

- Establish a weekly routine.
- Set blocks of time to search for job openings, update your resume, and apply for jobs.

Set small goals

- Updating any online job profiles you may have;
- Setting up job alerts; and
- Applying for one job a day.

Network

- Reach out to your inner circle of former co-workers, classmates, friends, and family and share that you are looking for work.
- Expand your network by scheduling informational interviews.
- Reach out to your Vocational Rehabilitation Counselor.

Review and Reassess

- Consider what you are currently doing and try new job boards.
- You can ask a friend or others within your network of support to review your resume.

(CareerSource South Florida, 2024)

Resources

Indeed—How to send a follow-up email after an interview—video

References

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ICAP Contacts

If you have questions or would like additional information, contact:

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vr.info@odhs.oregon.gov