Decide whether or not to contact your interviewer about the status of the hiring process.

Either way is fine!

- If you decide NOT to contact your interviewer you will wait until you hear a response from them.
- Apply for other jobs in the meantime.
- If you have not heard after **1 month**, assume you did not get the job and look for other jobs.
- If you decide to contact them, wait at least 3 business days before contacting them.
- Business days are Monday through Friday.
- It is OK to wait longer than 3 business days.
- Decide how you will contact them:
 - o By Phone or Email.

Phone

- Write a script beforehand and rehearse it.
- When you call, you may be able to speak to interviewer, or you may have to leave a message.

Email

• Make sure your email is professional (formal, grammatically correct, no typos).

- If you leave a first message on voicemail or with a person, only call **ONCE MORE** if you do not hear back (leaving a message a total of 2 times).
- Wait at least 3 business days in between the first and second call.
- If you speak with the interviewer, you can find out if there is a general time frame for the hiring decision.
- If a time frame is given, find out if it is OK to call them back when appropriate. You should not call them more than **TWICE.**
- If they do not indicate that you should call them back, thank them for their time.
- If you do not hear a response, wait at least 5 business days before emailing again.
- Only send 2 emails if you do not hear back.
- If you receive an email response, they may indicate a time frame for the hiring decision, or they may not have a timeframe.
- If they do not ask you to contact them again, then don't do it!

