

Interview Follow-up Procedures

1. Will a thank-you letter or note make or break my chances of getting a job?

Probably not in most cases, but it could. Why take the chance? This simple gesture could easily become a deciding factor for an employer when making hiring decisions.

2. What is the appropriate medium (hard-copy, e-mail, etc.) to send a thank-you?

Thank-you letters can be typed, handwritten, or e-mailed. The most important thing is that you send one. Typed is the most formal. Handwritten is the most personal.

E-mail is a fast solution, especially if you anticipate the company is going to make hiring decisions quickly. E-mail has become the preferred method of communicating this kind of information.

3. If a company sent multiple representatives to their on-campus interviews, do I send a “thank you” to each one?

Sending a thank you to each individual is the best approach. You can make it essentially the same letter to each, but vary at least a sentence or two to individualize the letters in case your recipients compare notes.

4. How soon after the interview should I send a thank you?

The rule of thumb is to send a thank you within 24 hours of the interview.

5. What is the appropriate e-mail business etiquette?

- Use only your Auburn e-mail account for e-mail correspondence.
- Use an appropriate subject line that is clear to the recipient. Avoid blank subject lines.
- Do not use all upper case letters, it is the e-mail equivalent of SHOUTING. In the same respect, do not use all lower case letters.
- Have a clear signature block with your full name and appropriate contact information, such as academic major, email address, phone, US mail address, etc.
- E-mail is a form of written communication and creates a record. Do not let the speed and ease of e-mail blind you to the fact that you will be judged on what you say and how you say it.

6. Acknowledging a job offer

Courtesy dictates you always promptly acknowledge a co-op job offer (either by phone call or e-mail) even if you are not ready to accept or decline it. To not respond will be perceived as either “rude” and/or that you are not interested at all in their offer of co-op employment. Items to remember when acknowledging a job offer:

- Thank the employer for the opportunity presented.

- Indicate that you understand the terms of the offer, or if you do not, ask for clarification.

7. I have been offered a job from one company but I am interested in hearing back from other companies, what do I do?

Two recommended approaches to your situation:

1. Ask for more time to make a decision on the offer. Let them know that you desire to hear from other employers before making a decision. The company may or may not be willing to extend the time associated with their job offer. The company has likely very recently visited a number of colleges for co-op interviews and is now anxious to fill their co-op position(s). They most likely desire a reasonably quick response to their co-op job offer (accept or decline) because, if you turn them down, they may have a good chance (if too much time has not passed) of hiring their next choice before that person accepts co-op employment with another company. Experience shows this is the way the system often works.
2. Try to find out your status with other companies you are interested in by getting in touch (preferably via phone) with the person who is in charge of their co-op program. The person's name and phone number is available to you via the eRecruiting system. Access your file in eRecruiting and look at your "Applications". Click on the drop down box titled "your past applications". In the listing of Past Applications, click on "Details" beside the company listing. On the next screen, click "AU-CID", "AU-Office, or "AU-Mail" under the Job Title heading. The next screen includes the company's Co-Op Contact person's information (phone, e-mail address, etc.).

We encourage students to directly contact employers with whom they are very interested in co-op employment in order to check on their application status with them. If you have a deadline you are facing with another company, it is a good idea to mention this.

8. Key differences between the various interviews

- The on-campus interview is often a pre-screening process to determine whether you meet the basic qualifications of what the company is looking for.
- The questions asked during the on-site interviews tend to be more job specific in nature. Do not be surprised if you are asked questions that are similar to those asked during your on-campus interview.
- You often will meet with many individuals, both formally and informally, during a site visit.
- During a follow-up interview, expect a tour of the facility. The purpose of the tour is to provide you with more information and to give you a better feel for the work you might be performing.

9. What should I do to prepare for an on-site interview?

- Make sure your resume is up-to-date and take plenty of copies in case you meet with some people who do not have a copy of your resume or do not have it on hand.

- Ensure that you are aware of the appropriate attire, if you are unsure, contact the co-op contact for that company.
- Prepare a list of questions you would like answered.
- Remember to get business cards from everyone you meet during the interview process.

10. If I haven't heard from an employer within a few weeks after Co-Op Interview Day, do you think I still have a chance?

If you are longing to hear from a particular company, please contact them. If you do not have a business card for the individual with the company you are interested in, you can find this information via the eRecruiting system. Access your file in eRecruiting and look at your "Applications". Click on the drop down box titled "your past applications". In the listing of Past Applications, click on "Details" beside the company listing. On the next screen, click "AU-CID", "AU-Office", or "AU-Mail" under the Job Title heading. The next screen includes the company's Co-Op Contact person's information (phone, e-mail address, etc.).

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Feel free to offer or "volunteer" to come to their facility for an "on-site/2nd" interview. Be sure to include in your message that you recently interviewed with company representatives during Auburn's Co-Op Interview Day. Also include your full name, academic major, phone number, and e-mail address. You want to provide information in a very clear manner. Employers are much more likely to be interested in applicants who demonstrate the ability to communicate clearly.