

FOLLOWING THE INTERVIEW



AGENDA

- Starter
- The End
- Thank You, Thank You
- Conclusion
- Student Assessment

Objectives

Students will recognize the importance of following up after an interview.

Students will identify the elements of strong thank-you emails.

Students will write thank-you emails.

Materials Needed

- Images of a well wrapped present and a poorly wrapped present (Starter)

Starter (3 minutes)

Find images of a well wrapped present and a poorly wrapped present. Display to students. Ask students which of the presents they would want to receive. Students will respond that the beautifully wrapped package makes a better impression. Reveal to the class that both boxes contain the same item, but, as the class noted, the beautiful wrapping is more desirable and makes that package more appealing.

Explain to students that when they close an interview and follow-up, they need to make a good final impression. Explain that it just might make them stand out from the crowd.

Part I The End (20 minutes)

Purpose: Students learn the importance of interview follow-up.

1. Students identify the final steps of the interview process.

Explain that the next step of the interview process is to find out when the company expects to make a decision about hiring. Suggest that students ask an interviewer before finishing: When am I likely to hear the outcome?

Explain that if an interviewer states that they will call, students should make clear when and where they can be reached.

2. Students learn to conclude their interview with a thank-you.

Tell students to imagine that they answered every question well during an interview because they were prepared. Ask students to describe what they would do as the interview is ending.

Remind students that their interviewer has taken time out of the day to find out more about the student, so it's important to acknowledge that. Elicit from the class that this is the time to thank the person for the opportunity to meet with them and learn about the company. Point out that this is an appropriate time to shake hands again.

3. Students practice what to do at the end of an interview.

Ask students to find a partner. Explain that the pairs will have five minutes to practice the following steps to ending an interview well:

- State when and where the employer can reach you.
- Ask about making a follow-up telephone call.
- Thank the interviewer for their time.
- Shake the interviewer's hand.

Have the partners take turns playing interviewer and interviewee.

When students finish, ask them to identify what was done well and what could be improved.

Part II Thank You, Thank You (25 minutes)

Purpose: Students identify the elements of strong thank-you emails and incorporate these elements into their own emails.

1. Students recognize the value of thank-you emails.

Explain to students that even after they have left an interview, there is still more they can do to increase their chances of landing the job. Ask students to identify a step that they could take to impress an interviewer. (Students should say they have to write a thank-you email.)

Tell students that the best time to write the email is immediately following their meeting, while the details of the interview are still fresh in their minds.

Ask students to identify the purpose of writing thank-you emails. Establish that thank-you emails are an opportunity for students to emphasize their strengths as they relate to a job, add any information that they may have forgotten to mention, express appreciation to the interviewer, and reiterate their interest in a job opening.

2. Students identify the parts of a thank-you email.

Distribute the "Interview Thank-You Email" activity sheet to each student. Ask students to study it carefully and identify the parts of the email.

Distribute the "Parts of a Business Email" activity sheet to each student. Read the explanations out loud. Explain to students that they are to keep and use the handout to help them write business emails in the future.

3. Students examine the content of a thank-you email.

Explain to students that a good thank-you email has the following content:

- A thank-you comment
- Confirmation of interest in the job
- Reiteration of how the student's strengths and talents relate to the job
- Any further information that may be helpful or important
- A specific reference to the interview
- A statement confirming the student's willingness to answer any other questions
- Follow-up information about where and when to contact the student

Ask volunteers to read the corresponding sections from the sample email.

4. Students write a draft of a thank-you email.

Instruct students to draft thank-you emails to their role-playing partners from Part I.

Conclusion *(3 minutes)*

Ask students to explain the roles of thank-you emails and follow-up phone calls in interviews. Elicit from students the following key points that were taught in this lesson:

- In ending an interview, it is important to be confident and to thank the interviewer for their time.
- A post-interview thank-you email provides an opportunity to reemphasize strengths and to clarify any points made during an interview.

Student Assessment

1. List three things you should say or do at the end of an interview.
2. Why should you write a thank-you email?

LESSON EXTENSIONS

Using Quotations

“A friendship can weather most things and thrive in thin soil; but it needs a little mulch of letters and phone calls...just to save it from drying out completely.”

Have students talk about the “mulch” of friendship and the ways in which this idea can be applied to business relationships.

Addressing Multiple Learning Modes

Have students write rap lyrics that reiterate their qualifications and thank their interviewer.

Have volunteers read or perform their lyrics aloud. Have students explain why reiterating their qualifications is important.

Writing in Your Journal

Have students write about the importance of a thank-you they gave or received.

Using Technology

Have students create thank you notes for two people who have assisted them throughout their schooling.

Homework

Have students write a thank-you note to a mentor or community member who has made a presentation to the class.

Additionally have students write a thank you note to a person who helped them on their Overcoming Obstacles journey across the years.

Additional Activity

Have students create a gratitude Wordle.

INTERVIEW THANK-YOU EMAIL

Subject: Appreciation for the Interview Opportunity

Dear Mr. Dominguez,

I would like to extend my sincere appreciation for the opportunity to interview with you yesterday. It was a pleasure learning more about Dominguez Boots and Shoes, and I am even more enthusiastic about the prospect of contributing to your esteemed team.

← THANK-YOU COMMENT

Your insights into the company's values and commitment to excellence resonated with me, and I am genuinely excited about the sales position that is currently available. As discussed during the interview, my experience selling candy door-to-door for my soccer team has equipped me with valuable customer service skills. I am confident that these skills, coupled with my passion for delivering exceptional service, align seamlessly with the requirements of the sales role at Dominguez Boots and Shoes.

← CONFIRMATION OF YOUR INTEREST IN THE JOB; HIGHLIGHT YOUR STRENGTHS

The prospect of working with your dynamic team and contributing to the growth of Dominguez Boots and Shoes is an exciting one for me. I believe that my dedication and enthusiasm for the sales position would make a positive impact on the success of your store.

Thank you once again for considering my application. I am eager to further discuss how my skills and experiences align with the needs of your team. I will follow up later this week to address any additional questions you may have. In the meantime, please feel free to contact me at (617) 555-9625.

← FOLLOW-UP INFORMATION

Thank you for your time and consideration. I look forward to the possibility of joining Dominguez Boots and Shoes.

Sincerely,

Kameika Moore

PARTS OF A BUSINESS LETTER

The heading gives the writer's complete address and the date.
The inside address gives the recipient's name and address.
<ul style="list-style-type: none"> Call the company if you are not sure of addresses or spelling so that your letter has the correct information.
The salutation begins with the word "Dear" and ends with a colon, not a comma.
<ul style="list-style-type: none"> If you cannot get the person's name, use "Dear" plus the person's title, such as "Dear Personnel Manager."
The body consists of single-spaced paragraphs with double spacing, not indents, between paragraphs.
<ul style="list-style-type: none"> If the body goes to a second page, put the recipient's name at the top left, the number 2 in the center, and the date at the right margin.
The closing includes phrases such as "Sincerely" or "Yours truly" followed by a comma.
The signature includes both the writer's handwritten and typed name.