

# HOW TO FOLLOW UP

It is safe to say that tough conversations can be difficult and might cause a little anxiety. When it comes to appearing polished and with the desire to put your best foot forward, it is in your best interest to convey your professionalism with good communication. "Ghosting" (ignoring or choosing not to respond to someone's texts, emails, or other forms of communication) an employer or recruiter is not respected and can affect not only your reputation, but also the reputation of the Rawls College and Texas Tech University. Instead of simply avoiding an awkward conversation, you should consider ways to communicate your preference and needs gracefully and in a way that displays gratitude and humility using positive language.

## *Post-Interview Situations That Require Effective Communication*

**Students following up** | Be patient; be sure to wait at least the amount of time you were told it would take to hear back before following up. If no time frame was given and you sent your "thank-you note" within 24 hours of the interview, consider waiting another week before sending further communication.

**Sample language** – "I would once again like to thank you for your time and consideration. I enjoyed learning more about (company name), which only increased my excitement and interest in the role of (name of position). Please let me know if you have any additional questions, or if I could provide any information to help you in your decision-making."

**Employers following up** | There are times when a recruiter will reach out to assess your level of interest or to schedule an additional interview after some time has passed since your last interaction. You should always send a response, regardless of your level of interest or availability.

**Sample language if still interested** – "Thank you for taking the time to reach out to me regarding (fill in the blank). I am taking your offer into strong consideration as I evaluate my future goals and plans before making a decision."

**Sample language if not interested** – "Thank you for taking the time to reach out to me regarding (fill in the blank). At this time, I have decided to pursue other avenues that best fit my current and future plans."

**Asking for an extension on a deadline** | In most circumstances, it is acceptable to politely ask for more time to make a decision on a job offer when a deadline is approaching. Be considerate of the company's timeline—two weeks is the average offer extension deadline. Do not wait until the day of the deadline to request an extension.

**Sample language** – "Thank you for the offer to join (company name). I would like to take this offer into careful consideration before making such a big decision. Therefore, I am asking you to kindly extend the offer deadline to a later date. I look forward to learning more about (company name) in the coming days as I consider this opportunity."

**Turning down a job offer** | If you are certain you will not be accepting an offer, it is best to let the recruiter know as soon as possible so they can move on to the next candidate. In most cases, you will be communicating directly with the recruiter you have been working with throughout the interview process. You may also need to communicate with other executives who have been connecting with you as part of the hiring process.

**Sample language** – "I would like to express my gratitude for considering me for this opportunity. It was nice to meet you and learn more about (company name). After careful consideration, I have decided to respectfully decline the offer. While I was impressed with your company, I have received an offer that is better suited to my career goals."

**Responding to a rejection** | It is best to respond to a rejection email or letter with grace; consider it a networking opportunity. Keep in mind your reputation is at stake as well as the reputation of Texas Tech University. Avoid lashing out on social media or to others who may have connections you are not aware of.

**Sample language** – "Thank you for getting back to me about the hiring decision. While I am disappointed that I was not selected, I would like to thank you for your time and consideration. I enjoyed learning more about (company name) and would like to be considered for future opportunities."

**Accepting a job offer** | Receiving a job offer can be very exciting. It is best to take a little time to consider the offer and make an informed decision. You may also need to take time to compare multiple offers. Once you have made a firm decision, it is best to let the recruiter know you want to accept.

**Sample language** – "Thank you for considering me for the position of (position title). After learning more about (company name), I am even more grateful for this opportunity. I would like to accept the offer. Please let me know if you need any further information from me."

**The risks of renegeing** | Reneging is a term used when a person accepts a job offer (via email, phone, or signed contract), but later rejects the offer for another opportunity. Backing out of a job offer can have significant risks for you, the Rawls College, and Texas Tech University; therefore, the stance of the Rawls Career Management Center is students should NOT take part in this behavior.