

International | Canadore Pathways to Success

Following Up With Employers

Applications, Resumes, Interviews, and Following Up

What Does Following Up Mean?



Following up means reconnecting with an employer or professional contact after an application, interview, event, or conversation.

Following up can help you:

- Thank someone for their time
- Confirm your interest in a role or opportunity
- Ask about next steps in the hiring process
- Continue a professional connection
- Show that you are organized and respectful



Key Point:

Following up is not about pressuring the employer. It is a short, professional message that helps keep communication clear

When to Follow Up



The right time to follow up depends on the situation and the stage of the hiring process.

It may be appropriate to follow up:

- After meeting someone at a networking event
- After submitting an application, if enough time has passed
- After an interview
- After an employer asks you to send more information
- When you were told to expect an update by a specific date



Key Point:

Follow up when there is a clear reason to reconnect. Give the employer reasonable time before asking for an update.

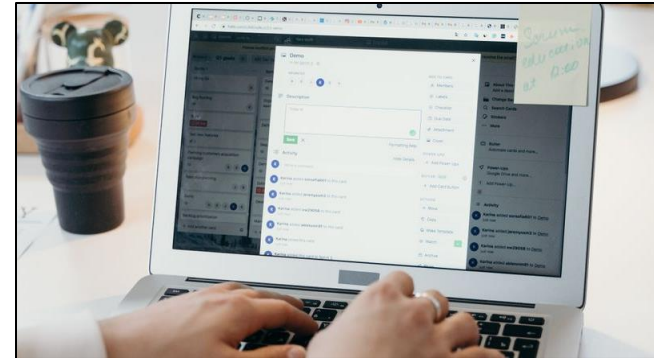
Tips For Following Up



A good follow-up message should be polite, brief, clear, and connected to the situation.

A strong follow-up usually includes:

- A polite greeting
- A reminder of who you are
- The reason you are following up
- A short thank-you or expression of interest
- One clear question or next step
- A respectful closing



Key Point:

A follow-up message should make it easy for the employer to understand why you are writing and how they can respond.

Example Follow Up



A simple follow-up message can help you stay professional after an interview or meeting.

The screenshot shows an email draft in a dark-themed interface. The 'To' field contains 'Smith, Kristopher' with a green checkmark and a close button. The 'Cc' field is empty. The subject line is 'ISN Position Interview Follow-Up' with a timestamp 'Draft saved at 3:00 PM' on the right. The body of the email contains the following text:

Hello Kristopher,

Thank you for taking the time to meet with me about the International Student Navigator position. I appreciated the opportunity to learn more about the role and your team.

I remain interested in the position and believe my experience in [relevant skill or experience] would allow me to contribute well.

Please let me know if there is any additional information I can provide.

Thank you again,
Simon Belfast

Key Point:

A strong follow-up does not need to be long. It should be clear, respectful, and connected to the opportunity.

What to Avoid When Following Up



Following up can help your job search, but only when it is done respectfully.

When following up, avoid:

- Sending many messages in a short period of time
- Sounding impatient, angry, or demanding
- Asking vague questions like “Any update?” without context
- Sending messages with spelling or grammar errors
- Contacting the employer through inappropriate personal channels
- Following up before the employer has had reasonable time to respond

Key Point:

Poor follow-up can hurt your application. Good follow-up shows professionalism, patience, and clear communication.

Final Takeaway



Following up is one part of professional communication during the job-search process.

Before following up, ask yourself:

- Why am I contacting this person?
- Has enough time passed?
- Is my message polite and clear?
- Have I included enough context?
- Am I making it easy for them to respond?



Key Point:

Follow-up works best when it is respectful, timely, and focused on keeping professional communication open.



What Should You Do Next?

You have completed all the videos for Module 2. To Continue with the Pathways Program Please complete the exercise for Module 2, and begin Module 3

Module 3: Canadian Workplace Expectations

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