

Following up With Employers

Applications, Resumes, Interviews and Following Up

Pathways to Success



Introduction

Following up means reconnecting with an employer or professional contact after submitting an application, attending an interview or networking event, or having another employment-related conversation.

A short follow-up message can help you thank someone for their time, confirm your continued interest in an opportunity, ask about the next stage of the hiring process, or maintain a professional connection. It can also show that you are organized, respectful, and able to communicate professionally.

However, following up is not about pressuring an employer to make a decision. The purpose is to keep communication clear and demonstrate continued interest without becoming demanding.

When Should You Follow Up?

Whether you should follow up depends on the situation and how much time has passed.

It may be appropriate to follow up:

- After meeting an employer or professional contact at a networking event
- After an interview
- After submitting an application, if sufficient time has passed
- After an employer asks you to provide documents or additional information

- When an employer said you would receive an update by a particular date and that date has passed

After an interview or networking conversation, it is usually appropriate to send a thank-you message within one or two business days. If you are asking about the status of an application, allow the employer reasonable time to review applications before contacting them. If the job posting provides a closing date, it is generally better to wait until after that date.

When an employer gives you a specific timeline, follow that timeline. For example, if an interviewer says candidates will receive an update by Friday, wait until after Friday before asking whether a decision has been made.

There is no single timeline that applies to every employer. Before following up, consider whether you have a clear reason to reconnect and whether the employer has had enough time to respond.

Writing a Follow-up Message

A good follow-up message should be polite, brief, and connected to the situation. The employer should immediately understand who you are, why you are contacting them, and whether they need to respond.

A strong follow-up message will usually include:

- A professional greeting
- A reminder of who you are
- The position, event, or conversation you are referring to
- The reason you are following up
- A brief thank-you or expression of continued interest
- One clear question or next step, if needed
- A respectful closing and your name

If you are following up after an interview, you can also mention something specific that you learned or appreciated during the conversation. This helps make your message feel genuine and reminds the employer of your discussion.

Before sending the message, check the employer's name, the position title, your spelling and grammar, and any attachments you have included.

Example: Following Up After an Interview

To Smith, Kristopher X

Cc

ISN Position Interview Follow-Up Draft saved at 3

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

This message is effective because it identifies the position, thanks the interviewer, confirms the applicant's interest, briefly connects their experience to the role, and offers to provide additional information.

Example: Asking About an Application

To ms.chenexample@email.com X Bcc

Cc

Administrative Assistant Application Follow-Up Draft saved at 11:06 AM

Hello Ms. Chen,

My name is Priya Sharma, and I recently applied for the Administrative Assistant position advertised on your organization's website. I am writing to confirm my continued interest in the opportunity and ask whether there is any additional information I can provide as you review applications.

Thank you for your time and consideration.

Kind regards,

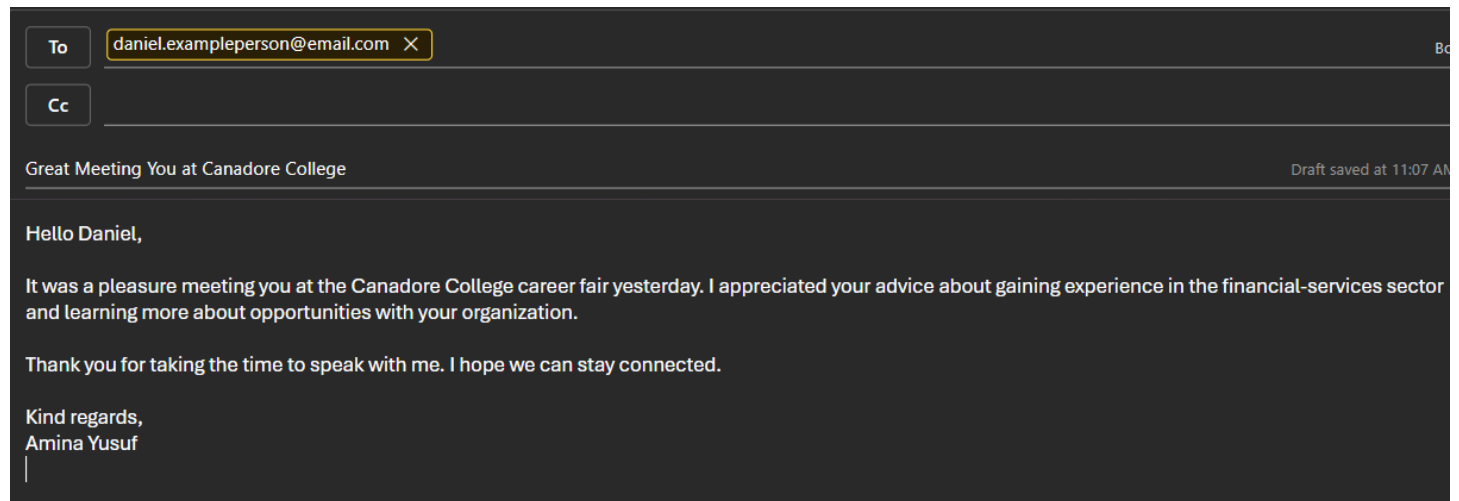
Priya Sharma
705-555-0187
priya.sharma@email.com

Employers may not always respond to application follow-ups. A lack of response does not necessarily mean that your application was rejected. The employer may still be reviewing applications, may have received many messages, or may only contact candidates selected for an interview.

Following Up After a Networking Conversation

Following up is also useful when you meet someone at a career fair, community event, workshop, or professional gathering.

Your message should remind the person where you met and mention something from the conversation. You do not need to immediately ask for a job. The goal may simply be to maintain the connection.



What Should You Avoid?

Following up can support your job search, but inappropriate follow-up can create a negative impression.

Avoid:

- Sending several messages within a short period
- Contacting multiple employees about the same question
- Sounding impatient, angry, or entitled to a response
- Sending a message that only says, “Any update?”
- Asking questions already answered in the job posting
- Contacting an employer through a private or inappropriate personal account
- Sending messages with spelling, grammar, or formatting errors
- Following up before the employer has had reasonable time to respond

If you have already sent one professional follow-up message and received no response, you may send one additional message after allowing more time. After that, it is generally best to continue your job search and allow the employer to contact you if they wish to proceed.

Final Takeaway

Following up is one part of professional communication during the job-search process. It cannot guarantee an interview or job offer, but it can help you communicate your interest, thank professional contacts, and keep communication open.

Before sending a follow-up message, ask yourself:

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

Effective follow-up is respectful, timely, and focused. A strong message does not need to be long. It only needs to give the employer a clear reason for your message while demonstrating patience and professionalism.

What Should You Do Next?

Congratulations! You have completed Module 2: Applications, Resumes, Interviews, and Following Up.

Your next step is to complete the Module 2 exercise by creating your resume. Submit your completed resume to the Pathways Program team for review and feedback.

Once you have submitted your resume, you can continue to:

Module 3: Canadian Workplace Expectations