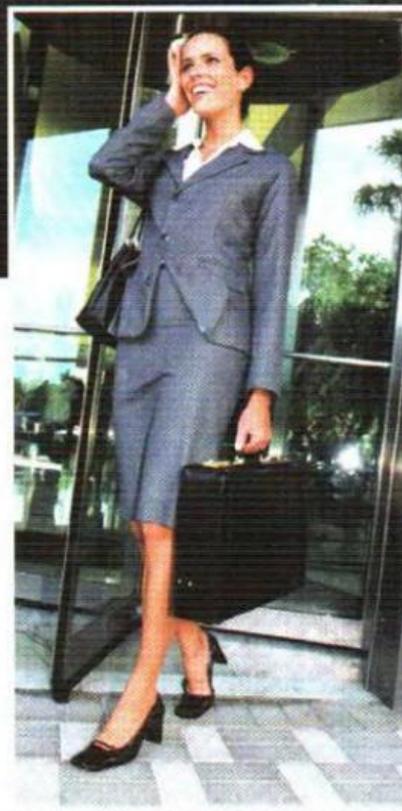


UNIT 6

Follow up

- Keeping in touch
- Handling rejection
- Dealing with job offers
- Negotiating terms and conditions



Keeping in touch

As soon as you've put the phone down or walked out of the interview room you can relax for a few moments. The interview is over. However, even though the interview is over, there is still a lot you can do to leave a positive impression on your prospective employer. It's important to start the follow-up process as soon as possible. Walking away and leaving the final stages of a job application to chance is a common mistake, but until you have been offered the job, the hunt is not over.

1 a In pairs, discuss the following questions.

- 1 What can you do after an interview to increase your chances of being offered the job?
- 2 How long should you wait to hear from the interviewer? What should you do if you don't hear from the interviewer after the interview?
- 3 What should you do if you're offered another job?

b After the interview you should write down everything important that occurred in the interview while you can still remember what happened. Why could it be useful to review your performance in this way?

c In pairs, think of an interview you have had in the past and discuss the following questions.

- 1 What questions were you asked?
- 2 Were you expecting them?
- 3 Did you feel you projected yourself well in terms of body language?
- 4 Did you manage to put across your key skills and achievements successfully?
- 5 Did you give any negative information about yourself?
- 6 Do you need more practice in closing the interview positively?
- 7 Generally, what could you improve about your interview technique?
- 8 Did you ask yourself these questions after the interview?

- d** ▶ 6.1 After her interview at Futerra, Silvia Carnali meets up with her friend Sophie to talk about how it went. Listen to the beginning of the conversation and answer the following questions.
- 1 Did Silvia's interview go well?
 - 2 What does Sophie suggest Silvia does next?
 - 3 What is Silvia worried about?
- e** In pairs, discuss the following advice on writing a follow-up letter. For each suggestion, think of reasons why it is a good idea.
- 1 Send the letter within 24 hours of the interview.
 - 2 Refer to specific things that the interviewer mentioned during the interview.
 - 3 Demonstrate that you are excited about the job, can do it, and want it.
 - 4 Explain how you would be able to contribute to the success of the company.
 - 5 Include any important information you forgot to mention during the interview.
- f** ▶ 6.2 Listen to the rest of Silvia and Sophie's conversation and compare your answers in Exercise 1e with Sophie's ideas.
- g** Complete Silvia's follow-up letter by putting the following sentences in the correct order.
- a ... the challenges of the post. Having discussed the role of Junior Consultant with you in greater depth, I am confident in my ability to meet these challenges and believe I can make a significant ...
 - b With this in mind I have already developed some practical ideas for making the Futerra newsletter and website more user-friendly, which would lead to closer communication with key clients. Please feel free to contact me if you require any further information ...
 - c As mentioned when we met, I am keen to use the research conducted as part of my Master's degree on sustainability to enhance Futerra's identity, while at the same time meeting ...
 - d ... as I feel my qualifications and experience make me ideally suited to work in this area. I recognise the importance of maintaining relationships and ensuring that newsletters and invitations are sent out on a timely basis.
 - e ... regarding my qualifications, experience or suitability for the position. I look forward ...
 - f ... contribution to the close team at Futerra. I am particularly interested in the projects you mentioned during the interview which involve working with influential business leaders, ...
 - g ... at Futerra. I appreciate the time you and your team took in telling me about the specific aspects of the job and the valuable work Futerra is doing.
 - h Dear Mr Lewis, Thank you very much for taking the time to interview me today for the Junior Consultant position ...
 - i ... to hearing from you soon, and thank you again for meeting me. Yours sincerely, Silvia Carnali

- | | | | | |
|------------|-----|-----|-----|-----|
| 1 <u>h</u> | 3 — | 5 — | 7 — | 9 — |
| 2 — | 4 — | 6 — | 8 — | |

- h** The letter in Exercise 1g is one long paragraph. Show where new paragraphs could begin by writing // in the text. Use the following structure to help you.

Greeting

Paragraph 1: Reason for writing (thanking the interviewer for the interview and showing that you appreciated the opportunity and were impressed by the company)

Paragraph 2: The job (restating your interest in the position, showing you understand the demands and challenges of the position and stating how and why you feel you are confident you can meet these)

Paragraph 3: Reflection and extra information (demonstrating that you have thought about what was said during the interview and have already started thinking of ways of approaching the job)

Paragraph 4: Final comments (expressing enthusiasm towards the job and inviting the possibility of a second interview)

Formal ending

Signature

- i** Complete the following table using the phrases in the box. You will need to use one phrase twice.

As mentioned when we met ...
 Having discussed the role with you in greater depth ...
 I am confident in my ability to meet the challenges ...
 I am particularly interested in the projects that you talked about during the interview
 I appreciate the time you and the team took in telling me about the specific aspects of the job
 I believe I can make a significant contribution towards ...
 I feel I am perfectly suited for ...
 I look forward to hearing from you
 Thank you for taking the time to discuss ...
 This helped me gain a better understanding of ...

1 Demonstrates appreciation of the interview	2 Demonstrates interest and enthusiasm towards the position
3 Demonstrates confidence in your ability to do the job	4 Demonstrates that you paid attention to what was said

As mentioned when we met ...

- j** Complete the following extracts from follow-up letters using the phrases in Exercise 1i.

- _____ the insurance broker position with me. After meeting with you and discussing the company's operations, I am further convinced that my background and skills coincide well with your needs.
- I would like to thank you for talking with me about the Research Assistant position at Mendoza. _____, and learning more about me.
- The information you provided about the planned new product line was particularly interesting. _____ the company's goals and objectives.
- With my recent experience in climbing and mountaineering _____ the position of Expedition Leader. After the interview, I am even more excited at the prospect of using my skills at Global Adventures.
- You mentioned that a hiring decision would be made within two weeks. _____. If you require any additional information from me in the meantime, please do not hesitate to contact me.