

## Follow-up Guide

*After the interview: thank-you emails and next steps*

**Working with KOB Solutions is free for candidates. We are paid by the hiring company. Kerry is here to help you prepare at every step.**

### AFTER THE INTERVIEW

|                          |                                         |                                                                                                      |
|--------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Debrief with Kerry</b>               | Reach out right after any interview. Share what went well, any concerns, and your level of interest. |
| <input type="checkbox"/> | <b>Follow up with Kerry on timeline</b> | If you haven't heard anything in the expected window, ask Kerry and she'll check in with the client. |
| <input type="checkbox"/> | <b>Keep other options active</b>        | Don't pause your search until an offer is signed. Things can change unexpectedly.                    |
| <input type="checkbox"/> | <b>Communicate competing offers</b>     | If you receive another offer, let Kerry know immediately. Timing can make a big difference.          |
| <input type="checkbox"/> | <b>Thank your references when done</b>  | Once you've accepted a role, reach out to every reference and thank them for their support.          |

### THANK YOU EMAIL GUIDE

A thoughtful thank-you email is one of the most underused tools in the interview process. Send one within 24 hours of every conversation.

|                          |                                     |                                                                                      |
|--------------------------|-------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Send to every person you met</b> | Personalize each one. Reference something specific from your conversation with them. |
| <input type="checkbox"/> | <b>Send within 24 hours</b>         | Promptness signals follow-through and genuine interest. Don't wait.                  |
| <input type="checkbox"/> | <b>Reference a specific moment</b>  | "I really enjoyed our conversation about your Phase II data" beats a generic note.   |
| <input type="checkbox"/> | <b>Keep it concise</b>              | 3-4 sentences is plenty. This is a professional courtesy, not a cover letter.        |
| <input type="checkbox"/> | <b>Proofread carefully</b>          | A thank you email with a typo leaves the wrong impression.                           |

**Ready to explore opportunities? Schedule a 10 min call with Kerry!**

<https://calendly.com/kerryboehner/discussion>