

Spoken English

How to follow up after interview candidates?

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You have conducted interviews for a developer job and have now finalized a list of selected and rejected candidates. Now you have to start updating them about the status of their interview and are wondering how to go about it. The candidates will be more at pressure than you as their career is on the line. So, how will you go about informing them about their results? Read on to find how you can utilize your [English speaking skills](#) with the help of sample call and email formats for following up after the interview. It is divided into 2 parts: Selected candidates and rejected candidates.



Follow Up Formats

A. Selected Candidates

a. Sample Email

Subject: Selection Notification

Body:

Dear Jones,

We are pleased to inform you that you have been selected for the post of Junior Developer. Please join us on 12 October 2013 at 10.00 am. In addition, kindly find attached the list of documents that you need to bring along with you.

We hope that the attached offer letter is as per your satisfaction. Kindly revert in case of any clarification. Looking forward for a fruitful long-term association.

Sincerely,

Susan Rogers

Sr. HR Executive



b. Sample Call

You: Hello, Am I speaking to Mr. Jones?

Jones: Yes? Who is this?

You: I am Susan Rogers calling from Infosys. You had an interview with us last week.

Jones: Oh yeah, right! Hello Susan.

You: We are glad to inform you that you have been selected for the post. Will 12th October be fine as the joining date?

Jones: That's great! Thank you so much! Yes, 12th October will be fine.

You: Okay great! I have sent you an email with the details and the official offer details. Please respond confirming your joining date.

Jones: Sure and thanks a lot for giving me this opportunity.

B. Rejected Candidates

a. Sample Email

Subject: Interview Status

Body:

Dear Ms. Janet,

With reference your interview with us last week, we regret to inform you that you have not been selected for the post.

The interview panelists appreciate the time you have invested in the process and would like to encourage you to apply for future positions with the company.

We wish you professional success with your future job search.

Thank you for your interest in our company.

Sincerely,

Susan Rogers

Sr. HR Executive

b. Sample Call

You: Hello, Am I speaking to Ms. Janet?

Janet: Yes? Who is this?

You: I am Susan Rogerscalling from Infosys. You had an interview with us last week.

Janet: Oh yeah, right! Hello Susan.

You: We regret to inform you that you have not been selected for the post.

Janet: Oh! May I know why?

You: Your application does not meet our criteria and hence we will not be able to proceed. However, you are encouraged to apply with us for future positions.

Janet: Okay! Thanks for calling.



The above samples demonstrate how you can handle the sensitive interview follow up calls with balance. Make use of your strong [command over the English language](#) with the help of [online English coaching](#) and be a good communicator.

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- By Monika Agarwal

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