

# GET THE JOB

## When to Follow Up

### Timing Your Message Without Appearing Too Persistent

**F**ollowing up on a job application can help show interest and professionalism, but timing matters. A well-timed message can remind an employer of your application and reinforce that you are serious about the role.

In many cases, it is wise to wait about one to two weeks after submitting an application before reaching out. That window gives hiring managers time to review materials, especially when they may be sorting through many applicants at once.

Some job postings include instructions about follow-up, and those directions should come first. If an employer asks applicants not to call or email, respecting that request shows attention to detail and good judgment.

#### **WHY TIMING MATTERS**

Hiring often moves in stages. Human resources staff may first review applications, then pass selected candidates to supervisors or hiring committees, which can take several business days or longer.

That is why an immediate follow-up, especially within a day or two, can come across



© ADOBE STOCK

as rushed. Waiting a reasonable amount of time shows patience while still keeping your name in consideration.

#### **HOW TO REACH OUT**

Email is often the best option because it gives employers time to respond when their schedule allows. A short note that mentions the

position, the date of application and a brief expression of continued interest is usually enough.

The message should be polite and direct. Thank the employer for their time, note that you are following up on your application and say you would welcome the chance to discuss your qualifications.

If you have already inter-

viewed, follow-up works on a different timeline. A thank-you note is usually best sent within 24 hours, while a later check-in can make sense if the employer gave a decision date that has passed.

#### **WHEN TO WAIT**

There are times when patience is the better choice.

If the posting lists a closing date, it often makes sense to wait until after that date has passed because employers may not begin reviewing candidates until the application window closes.

Large organizations, schools and government offices may also take longer to respond because of formal hiring procedures. In those settings, a follow-up after 10 business days to two weeks is often a reasonable approach.

Job seekers should also avoid sending repeated messages close together. One follow-up is often enough, and if there is no response, a second note after another week or so may be appropriate.

A thoughtful follow-up can reflect the same qualities many employers value: courtesy, communication and reliability. By watching the timeline, following posted instructions and keeping the message brief, applicants can show initiative without seeming too persistent.

For many people, the job search calls for both effort and patience. Knowing when to speak up, and when to give an employer a little more time, can help make that effort count.