

## The Check In And Check Back

**Tools:** Yourself, Pen & Paper

**Time:** 30 minutes

**Context:** What to do once you've submitted your application and are waiting to hear back? This can be a bit like no man's land, and can leave us feeling anxious, constantly waiting, and stressed! In order to manage your expectations, here is a list of action steps that you may desire to take, (each of these is optional), in order to feel more empowered and in control of, what is essentially, now out of your hands!

### Instructions

**Step 1: Go through the application guidance notes.**

Even before you press send on your application, go back one more time to the application guidance notes (if there are any). Check if there is a timeline, such as, *"if you've not heard back from us in 2-3 weeks, or by x date, then you have been unsuccessful"*. Or call the HR manager and find out. This may give you disappointing news, but you will at least be clear where you stand.

**Step 2: Follow up that it was received.**

You may want to contact the company, up to a week before the deadline, to check that your application has been received by them.

**Step 3: Working according to time frame.**

Call the hiring manager, or HR assistant, and enquire as to whether they are still working according to their proposed time frame? Life happens. The boss could have been sick, off on holiday, or just very busy. There may be lots of moveable parts to delay the process. This might reassure you and help you relax.

**Step 4: Send up follow up email re: shortlisted candidates.**

Ask if they have already selected, and shortlisted, the candidates that they desire to interview. If you haven't been contacted, then this role is not the one for you at this time, and though disappointing, you can move on.

**Step 5: Are you looking for other opportunities too?**

You have so many skills and talents that you can apply to so many other roles. Keep looking!

**Step 6: Has this role been filled?**

Email to reinforce your interest in the role. Or, as a softer letter, enquire whether there are any other opportunities available? Tell them that you are genuinely interested in joining their company, and though you recognise that you're not suitable for this role you are wondering if there are any others that you may be more aligned with?

Expert: Arit Eminue

Course Title: Job Application 101

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**ALLBRIGHT.**

— IN PARTNERSHIP WITH —

**Nº7**

**End Result**

At the end of this exercise, you will have done all that is within your capacity, and power, to support your application. Remember, people remember how you made them feel. So if you do contact your potential employer, put a smile on your face! Transform your energy, and your approach will be completely different. Good luck.