Top Corporate Recruiters’ Advice for Job Seekers in the New Year:

Write Thank You Notes

And Other Tips from jobipedia.org

Washington, D.C. – Today, jobipedia.org, a website built and hosted by the HR Policy Association to help new entrants into the workforce get jobs and keep jobs by learning more about interviewing, resumes, professional conduct and other facets of the working world, reveals some of its best advice for job seekers in the New Year.

While questions about interviewing dominated jobipedia.org in its first full year of operation, the site’s creators believe that the most pressing questions were specifically about how to stand out during and after an interview. One consistent piece of advice offered by hiring officials was to follow up after an interview with a well-crafted, punctual thank you note.

Recruiters providing advice on jobipedia.org all agreed that thank you notes are noticed and appreciated by hiring officials. As one expert said, “As a recruiter it still surprises me how many people do not send a thank you note after an interview and added that thank you notes are, "viewed as a true indication of your interest level." A nother recruiter suggested that thank you notes, “show good character,” while a third said that they offer, “one more chance for you to ‘sell’ yourself and express your interest in the position.”

Jobipedia.org’s experts differed on whether the thank you should be by email or hand-written, and several suggested doing both. A recruiter from a pharmaceutical company said that, “today, a 'thank you' sent via email or Linkedin inMail is actually preferable and more environmentally conscience.” While an expert from a large multi-national company said, "I am a strong believer in a hand-written thank you note for several reasons. One reason is it isn't commonly done anymore and it will make you stand out! Taking the time to write a professional, well-written note goes a long way."

All jobipedia.org experts agree that some kind of note is a good idea, and advise the note (whether by email or hand) is punctuated correctly, has proper spelling and is grammatically correct. “The last thing you want to do is give a recruiter a reason to doubt your ability to be successful within their organization. Always be mindful of your written communication,” said a recruiter from a popular private food company. But thank you notes don’t need to be too cumbersome or detailed, said a recruiter from a telecommunications company, “you can do this in so many ways, e-mail, snail mail, in person- - just make sure you do it. You want the memory of your conversation to stay top of their mind to remind them of something specific you talked about and it does not have to be job specific.” A nother recruiter said that a thank you can simply be a brief email to an interviewer to thank them, “for their time and reiterate your skills and interest in the position.”
And, finally, a cautionary piece of advice about emailing a thank you, from a large financial services company recruiter: avoid sending an email within minutes of leaving the interview, as it can show that you seem too “hurried and merely checking the box.”

For additional advice on following up, interviews and tips for the New Year and on job searching and more, visit www.jobipedia.org.

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With over 520 questions received and nearly 2,000 answers given, jobipedia.org brings together career service professionals and top tier recruiters to help first-time jobseekers and recent graduates get hired and succeed in the first steps of their professional careers. Jobipedia.org provides a free, secure website where candidates can ask questions and quickly receive the most honest, useful and timely information from hiring experts at some of America’s largest companies, all members of the HR Policy Association.

HR Policy Association is the lead organization representing chief human resource officers of major employers. The Association consists of more than 350 of the largest corporations doing business in the United States and globally, and these employers are represented in the organization by their most senior human resource executive. Collectively, their companies employ more than ten million employees in the United States, nearly nine percent of the private sector workforce, and 20 million employees worldwide. They have a combined market capitalization of more than $7.5 trillion. These senior corporate officers participate in the Association because of their commitment to improving the direction of human resource policy. Their objective is to use the combined power of the membership to act as a positive influence to better public policy, the HR marketplace, and the human resource profession. For more information visit www.hrpolicy.org.