

## CFM CAREER MANAGEMENT: CM.3 JOB SEARCH PROCESS

# Following Up After an Interview and Responding to Rejection

*Detailed practice, calculation, decision-making, and assessment*

|                                                                                                                             |                           |                                      |                           |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------|---------------------------|
| <b>GRADES</b><br>9-12                                                                                                       | <b>TIME</b><br>2 x 42 min | <b>GROUPING</b><br>I / pairs / whole | <b>PRODUCT</b><br>Improve |
| <b>YOUR CHALLENGE</b> Write follow-up communication, interpret employer messages, and create a constructive next-step plan. |                           |                                      |                           |

## New York CFM Connections: Job Sources, Career Portfolios, Interview Follow-Up, and Resilience

Professional follow-up can reinforce interest, clarify a next step, and demonstrate communication skills. It should be timely, specific, concise, and respectful. Rejection is not proof that an applicant lacks value; it is one outcome influenced by qualifications, fit, timing, competition, and employer needs.

| Term                                                                                                                                                                                                               | Student-friendly meaning                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Follow-up                                                                                                                                                                                                          | Professional communication after an interview or application step. |
| Thank-you message                                                                                                                                                                                                  | A brief message expressing appreciation and continued interest.    |
| Status inquiry                                                                                                                                                                                                     | A respectful request for an update after the stated timeline.      |
| Feedback                                                                                                                                                                                                           | Information that may help improve future performance.              |
| Rejection                                                                                                                                                                                                          | An employer decision not to advance or select an applicant.        |
| Reflection                                                                                                                                                                                                         | A structured review of evidence, actions, and next improvements.   |
| <b>CLASSROOM USE</b> All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work. |                                                                    |

## Part 1 - Turn Interview Notes into Evidence

Fictional notes: interviewer emphasized weekend reliability, conflict de-escalation, accurate cash handling, and CPR training.

| Interview detail    | Why it matters | My evidence | Follow-up reference |
|---------------------|----------------|-------------|---------------------|
| Weekend reliability |                |             |                     |
| De-escalation       |                |             |                     |
| Cash accuracy       |                |             |                     |
| CPR                 |                |             |                     |
| Start date          |                |             |                     |

Only include claims the applicant can support.

## Part 2 - Write a Thank-You Message

Draft a message within an appropriate time after the interview.

| Message element              | Student wording |
|------------------------------|-----------------|
| Subject                      |                 |
| Greeting                     |                 |
| Thanks                       |                 |
| Specific interview reference |                 |
| Qualification connection     |                 |
| Continued interest           |                 |
| Closing                      |                 |

Avoid generic praise, gifts, pressure, or repeated messages.

### Part 3 - Write a Status Inquiry

The interviewer said decisions would be shared by Friday; it is now the following Wednesday.

| Message element              | Student wording |
|------------------------------|-----------------|
| Subject                      |                 |
| Timeline reference           |                 |
| Brief inquiry                |                 |
| Continued interest           |                 |
| Offer to provide information |                 |
| Closing                      |                 |

One respectful inquiry is appropriate; do not demand an explanation.

# Part 4 - Respond to a Rejection

Compare four possible responses and draft a professional option.

| Response choice  | Possible benefit | Risk | Use or avoid? |
|------------------|------------------|------|---------------|
| No response      |                  |      |               |
| Brief thanks     |                  |      |               |
| Request feedback |                  |      |               |
| Argue decision   |                  |      |               |

Feedback may be requested, but the employer may not provide it.

## Part 5 - Create a Job-Search Improvement Plan

Use evidence from the experience.

| Plan element       | Action/measure |
|--------------------|----------------|
| What went well     |                |
| Evidence gap       |                |
| Interview practice |                |
| Qualification step |                |
| Application target |                |
| Networking action  |                |
| Tracking measure   |                |
| Review date        |                |

Write 150–200 words and include a measurable two-week action plan.