

Follow-Up After Application Checklist

Know when to wait, when to follow up, what to say, and how to keep it professional.

Before you follow up

- Check the ad for any "no follow-up" or timeframe instructions.
- Confirm you actually submitted everything they asked for.
- Find the best contact — the recruiter, hiring manager or listed email.
- Give it a reasonable amount of time first, usually one to two weeks.

Pick the right moment

- Wait until any stated timeframe has passed.
- Follow up once, politely, rather than repeatedly.
- Choose business hours on a weekday where you can.
- Have your application details handy in case they ask.

What to say

- Reintroduce yourself and name the role you applied for.
- Briefly reaffirm your interest and suitability.
- Politely ask about the status or timeline.
- Keep it short, warm and easy to reply to.

After following up

- Note the date you followed up and any reply.
- If they give a timeframe, wait before reaching out again.
- Stay professional and positive, whatever the response.
- Keep applying for other roles in the meantime.

Notes

Write it with these free JobCall tools

Job Application Follow-Up Generator — jobcall.com.au/tools/job-application-follow-up-generator

Short Job Application Message Generator — jobcall.com.au/tools/short-job-application-message-generator

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