

Kennedy Career Enhancement Series

How to Ask for Feedback



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Typically, candidates who do not receive a job offer will accept the rejection and focus on the next opportunity. Asking for feedback allows an individual to learn what can be improved upon and how to grow personally and professionally. It can also provide insight from recruiters, allow you to understand your competitors, and leave a good impression with the organization who may have desirable roles for you in the future. Below is an outline of what should be included in a message to an interviewer when asking for feedback. Feedback can be requested via phone or email.

Important Components

Thank the interviewer.

While this may seem obvious, after a rejection it can be easy to forget to thank the interviewer for the time they spent reviewing your application and interviewing you.

Explain why you are seeking feedback.

This provides insight into the type of advice that would benefit you and your personal goals the best.

Request feedback.

Interviewers/hiring managers typically do not provide detailed feedback about why an individual was not selected for a role. Formally requesting feedback will provide you the best opportunity to collect this information.

Show appreciation.

To show appreciation for the interviewer's time and expertise, send a final thank you note.

Example email request:

Dear [Name],

Thank you for informing me of your decision. I appreciate the time you spent reviewing my application materials and interviewing me.

I am always seeking ways to improve myself in my career (or job search.) Would you share with me what I was lacking that would have made me a viable candidate for (list the position)?

Any insight and feedback you would share would greatly help me grow and improve myself.

Sincerely,

[Your Name]

Additional Resources

How to ask: <https://careersidekick.com/asking-feedback-job-rejection/>

Parts to include: <https://www.indeed.com/career-advice/interviewing/how-to-ask-for-feedback-after-interview>