

Resource 6-11: Candidate Not Selected Letter or Email

Follow-up communication with each candidate is an important step, including those who are not selected to move forward in the search process. Although it is difficult to tell someone they were not a top candidate, this communication shows the candidate where they stand in the search process as well as shows them that their application is valued and respected. Some candidates would like honest feedback on how they interviewed and why they were not chosen for a position. For those candidates, constructive feedback may help.

For candidates who have not been interviewed

Dear (Candidate Name):

Thank you for applying for the position of (Name of Position) in the (Name of Unit) at the University of Kentucky. The search committee has narrowed the search to a smaller number of applicants. Although we have decided not to proceed further with your application, we appreciated the opportunity to review your credentials and interests and wish you well in your professional endeavors.

Sincerely,

(Name of Search Committee Chair)
Chair, Search Committee

For candidates who were interviewed (non-finalists)

Dear (Candidate Name):

Thank you for interviewing for the position of (Name of Position) in the (Name of Unit) at the University of Kentucky. After careful deliberation, we have decided not to proceed further with your application. We would like to express our sincere appreciation for your time and interest.

Best wishes in all your professional endeavors.

Sincerely,

(Name of Search Committee Chair)
Chair, Search Committee

For candidates who were not selected at the end of the search

Dear (Candidate Name):

Thank you for interviewing for the position of (Name of Position) in the (Name of Unit) at the University of Kentucky. After careful deliberation regarding the candidate who best fits our campus and unit needs, we have completed our search. While we have made the difficult decision to select another candidate, we would like to express our appreciation for your time and interest through the search process.

Best wishes in all your professional endeavors.

Sincerely,

(Name of Search Committee Chair)
Chair, Search Committee