

## About This Document

<b>owner</b>	HR
<b>access &amp; use</b>	Managers & HR
<b>what it is</b>	Series of scripts used to communicate to an <b>external</b> applicant that they will not be proceeding further in the recruiting & hiring process.
<b>who uses it</b>	Hiring Manager, Interview Lead, or individual who has had the most contact with the candidate.
<b>used with</b>	<ul style="list-style-type: none"> <li>♦ <i>IV-MGR-2560-R. Internal Candidate Regrets Scripts</i></li> </ul>

## Why This Process is Important

It's important that we communicate clearly and appropriately with unsuccessful candidates as soon as we know they've been eliminated from competition for a position.

Telling a candidate they've been unsuccessful can be difficult, especially if they made it through several rounds of interviews. Use the scripts in this document as a starting point and checklist to make sure you include all the key points.

## Working with the Scripts

- ♦ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ♦ If required, you can copy and paste to add additional sections to the script. The scripts provided are just examples. Modify or combine them as needed.

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### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
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### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.

## 2. Candidate Interviewed – Not Proceeding to Next Round

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### ABOUT THIS SCRIPT

Email script used for candidates who participate in a Phone Screen or Round 1 interview, and will not be proceeding to the next round of interviews.

### SCRIPT

Subject Line: **Position title**, Your Company name

Dear **Candidate Name**,

I really appreciate the time you took to **speak / meet** with **me / us** about the **Position title** position. It was great to learn more about you.

I am writing to let you know that we will not be proceeding with another interview at this time. There was a great deal of interest in this position and the standard of applicants was extremely high, making the selection process challenging. We have made a shortlist of final candidates and are in the process of conducting final interviews to fill the position.

You interviewed very well and we were all impressed with your experience and achievements. These decisions are always tough. I wish we had two open positions available instead of one.

First name, it was a sincere pleasure to meet you, and we thank you for considering **CUSTOMIZER: Your Company name** as a prospective employer. We wish you the very best in your search for a new position. Given your skills and background I suspect you will find a great job soon.

Sincerely,

## 3. Candidate Interviewed – Position Filled, Formal Response

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### ABOUT THIS SCRIPT

Email script for candidates screened by telephone or interviewed during Round 1 interviews, to notify them that the position has been filled.

### SCRIPT

Subject Line: **Position title**, **CUSTOMIZER: Your Company name**

Dear **Candidate Name**,

I really appreciate the time you took to **speak / meet** with **me / us** about the **Position title** position. It was great to learn more about you.

I am writing to let you know that we have offered the **Position title** position to another candidate and the offer has been accepted. It was a difficult decision, particularly since there was a great deal of interest in this position and the standard of applicants was extremely high.

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## 5. Candidate Interviewed – Interview Period Extended

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### ABOUT THIS SCRIPT

Email script used for candidates who were screened by telephone or interviewed during Round 1 interviews, to notify them that the position has not yet been filled and the interview period has been extended.

This script may also be used when you have several good candidates and don't want to eliminate a particular candidate just yet. Once an offer is made to another candidate, refer to the script 3 or 4 above for final communication.

### SCRIPT

Subject Line: **Position title**, CUSTOMIZER: Your Company name

Dear **Candidate Name**,

I would like to thank you for the opportunity to meet with you during our interview for the **Position title** position. We were very pleased and impressed by the quality of your skills.

I am writing to let you know that we have extended the deadline for interviewing applicants for this position and will be meeting with other candidates in the next 2 weeks.

I apologize for the changed timelines, but we will be sure to be in touch with you at the end of the extended interviewing process. I trust this is acceptable.

**First name**, it was a sincere pleasure to meet you and we continue to be grateful for your application and hopefully, your continued patience and interest in CUSTOMIZER: Your Company name as a prospective employer.

## 6. Notification of Regrets by Telephone

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### ABOUT THIS SCRIPT

Script used for notifying candidates by telephone when the position has been filled.

### SCRIPT

Firstly, it's always a sign that your interview went very well when you're invited back for 3 meetings, so I want to thank you for all the time you took to spend with us during this process.

I know you will likely be disappointed, but we have decided to go with another candidate. As you also know, these decisions are always tough. Even though you interviewed very well and your background was impressive, one candidate in particular filled all the requirements for the position, particularly in the areas of strategy, operations, and project management. The decision was made to proceed with that candidate.

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