SAMPLE LETTERS FOR USE IN THE HIRING PROCESS

Each candidate, especially those interviewed, has made an investment of time and other resources to the search process. It is important that the search committee treat each of them with sensitivity, including INTERNAL candidates.

Candidates not meeting the "minimum" requirements for the position should be notified as soon as possible after their application materials have been evaluated. (letter #5)

Candidates that the search committee knows will not be interviewed should be notified of their non-selection as soon as a firm decision has been made, rather than waiting until the entire search has been completed. (letter #6)

As soon as possible after an offer is accepted, interviewees not chosen should be notified by phone first, then by letter. (letter #9)

Letters of notification during the hiring process are not an affirmative action issue, but in the interest of equitable treatment of all candidates, the same letter for the same purpose is advisable. Beyond the concerns of equal treatment, standard letters for key stages of the hiring process are a good personnel procedure. Letters should be signed by the chair of the search committee.

Comment [U1]:

Sample #1 –acknowledgement of receipt of application letter

Comment [U2]:

Comment [U3]:

October 5, 2011

Name
Address
City, State, Zip

Dear ____:

I am acknowledging receipt of your application for the position of _____at the University of Wisconsin Oshkosh. For your information, I am enclosing an announcement describing this position. Formal review of applications by the Search and Screen Committee will begin _____.

I will keep you informed of the status of your application as screening takes place. If any required documents are missing as of this date, or if your application materials are complete, that information is indicated below. Please submit all required application materials by _____.

- ☐ Unofficial or official transcripts
- ☐ Reference Names and contact information
- ☐ Current letters of recommendation
- ☐ Other

Under a court approved settlement and Wisconsin statutes, we are required to provide the public, upon request, a list of all nominees and applicants who have not requested, in writing, that their identity not be revealed. Persons agreeing to be final candidates will have their identity revealed as a final candidate. Please return the enclosed form to me indicating your choice.

Enclosed is the Equal Employment Opportunity Request form you are asked to complete and return without signature. Although completing this form is optional, your cooperation in completing and returning this form would be appreciated.

It is the policy of the University of Wisconsin Oshkosh to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to interview because of a disability (physical or mental impairment), please contact the Human Resources Office (920-424-1166) or the Office of Equity & Affirmative Action (920-424-2296). Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person's disability.

My colleagues and I sincerely appreciate your interest in this position and thank you for your application. Please feel free to contact me at _____or email me at _____ if you have any questions about the position.

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

Enclosures: Equal Employment Opportunity Request, Identity Preference Form, Position Announcement

Comment [U4]:

Sample #2 –application received after deadline/no longer accepting applications

Comment [U5]:

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

Thank you for your interest in the position of _____ in the _____(department/unit) at the University of Wisconsin Oshkosh. Because your application was received after the deadline, I am sorry to inform you that it is not among those being evaluated for the position. If the position is announced again in the future, I encourage you to reapply at that time.

Comment [U6]:

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

Sample #3 – Letter to nominee

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

You have been nominated as an individual who should be considered for the position of _____ (position description enclosed) at the University of Wisconsin Oshkosh. If you wish to be considered for this position, please send a cover letter to that effect, addressing the requirements of the position, along with a current resume, and contact information for three current references.

Please note that unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

Feel free to phone me at _____ if you have any questions.

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

enclosure: position description

Sample #4 *Letter inviting applicant to campus for an interview*

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

I am pleased to inform you that you have been scheduled for an on-campus interview for the position of _____ (position description enclosed) at the University of Wisconsin Oshkosh on (date) at (time), at (campus location). (Include information on parking, parking permit, campus map, etc. as necessary).

It is the policy of the University of Wisconsin Oshkosh to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to interview because of a disability (physical or mental impairment), please contact the Human Resources Office (920-424-1166) or the Office of Equity & Affirmative Action (920-424-2296). Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person's disability.

I look forward to meeting with you on (date).

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

enclosures: (include map, parking permit, etc. as necessary)

Sample #5 Applicant does NOT meet minimum qualifications

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

We have completed the initial screening of applications for the position of _____in the _____(department/unit) at the University of Wisconsin Oshkosh. I am sorry to inform you that you do not meet the minimum qualifications for the position.

Thank you for your interest in employment with us. I wish you success in your job search.

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

Sample #6 Qualified Applicant NOT selected/NOT interviewed

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

The initial screening of applications for the position of _____in the _____(department/unit) at the University of Wisconsin Oshkosh has been completed. The members of the search and screen committee were pleased with the number and qualifications of the applicants; therefore the task of screening the original list of applicants to identify those who are most highly qualified has been difficult. I regret to inform you that you are no longer being considered for this position.

I appreciate your interest in this position and wish you all the best in attaining your professional goals.

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

Sample #7 Inform candidates they are STILL being considered

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

All the completed candidate files for the position of _____ at the University of Wisconsin Oshkosh have been reviewed by the search and screen committee. Because of the number of qualified applicants, screening to identify those who are most highly qualified has been difficult.

I am pleased to tell you that you are one of the candidates still being actively considered for the position. At this time, we wish to inform you that {**procedure and rationale for next step(s)***: for example, finalists will be identified in the next _____ weeks; or we will be contacting you to s*chedule *an interview; or the position is on hold because of uncertainty of funding, etc.]*

We appreciate your interest in the position and will keep you informed regarding the status of your application.

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

Sample #8 Inform candidate they are NOT among First Tier to be interviewed, but are still viable for possible consideration

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

All of the complete candidate files for the position of _____ at the University of Wisconsin Oshkosh have been reviewed by the search and screen committee. Due to the large number of well-qualified applicants, screening to identify those who are most highly qualified has been difficult.

Your application is still under active consideration. However, after careful review of the applicants, the search committee has narrowed the pool, and we are inviting _____ candidates to our campus for interviews. We regret that you are not among these first finalists, but we have not eliminated your application. We are holding it along with several others in the event the interviews do not lead us to a successful conclusion.

We appreciate your interest in the position and will keep you informed regarding the status of your application. You should hear from us again approximately _____.

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

Sample #9 Inform candidates that position has been filled

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

Thank you for your application for the position of _____ in the (department/unit) at the University of Wisconsin Oshkosh. We were very impressed by the quality of the applicants, and the final selection from among the many fine candidates was a difficult one.

It is, therefore, with regret that we inform you that the position has been filled.

Thank you again for your interest. We wish you the best of luck in attaining your professional goals.

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)

Sample #10 Qualified Finalist NOT selected (at end of search)

(This letter should be preceded by a personal phone call to the finalist)

October 5, 2011

Name
Address
City, State, Zip

Dear _____:

Thank you very much for interviewing for the position of _____in the _____(department/unit) at the University of Wisconsin Oshkosh. I am sorry to inform you that the position has been offered to and accepted by another candidate.

Thank you for your interest in this position. We wish you success in your job search.

Sincerely,

, Chair
Search and Screen Committee
(or Department Chair)