Communicating with Candidates – Unsuccessful Application

Unless candidates have been told explicitly in the advertisement or in the further particulars for the appointment that they should assume that they have been unsuccessful if they have not been contacted by a specified date, it is only courteous to inform them that their applications have been unsuccessful as soon as is practicably possible after shortlisting or interview. The following may be used as a model on which to base a letter of rejection if a candidate has not been invited for an interview:

*Dear*

*Thank you for your recent application for the above vacancy.*

I regret to inform you that you have not been shortlisted on this occasion, as we have been able to draw on a shortlist of candidates whose experience and skills more closely match the requirements of the vacancy.

*However, I do hope you will continue to apply for other posts at UCL for which you feel qualified.*

*Thank you for your interest and I wish you every success in your future career.*

*Yours sincerely*

Unsuccessful applicants can be expected to be disappointed at a rejection and it is natural to want to let them down as gently as possible. Nevertheless, one should not say things that are untrue, for example:

1. “We were impressed with your application” (when quite clearly you were not)
2. “There were a large number of better qualified candidates” (when there were not)

Communicating with Candidates – Unsuccessful Interview

The following may be used as a model on which to base a letter of rejection following an unsuccessful interview:

*Dear*

*Thank you for attending an interview for the above position.*

*I regret to inform you that after careful consideration you have been unsuccessful on this occasion.*

*Thank you for your interest in this post. I hope you will soon be successful in finding a suitable position.*

*Yours sincerely*