

FROM THE OFFICE OF FINANCE & ADMINISTRATION
REJECTING CANDIDATES WHO HAVE INTERVIEWED

POLICY

Give a neutral, nonspecific reason. This entails a standard response such as “Thank you for applying, but we have decided to pursue other applicants,” or some variation thereof. This is a popular option for several reasons: It is easy to be consistent, it does not open itself up to arguments from the applicant, and it stops HR from being a career counselor to a host of applicants. Attorneys often like this approach as well because inadvertent, unlawfully discriminatory statements cannot be made. If an applicant persists in learning the reason for the rejection or becomes angry, HR can simply reiterate the response and end the conversation.

SAMPLE LETTER

Dear **Insert Name**,

It was a pleasure meeting with you to discuss your background and interest in the **Insert Position Title** position with Chicago Theological Seminary. We appreciate your time, attentiveness, and patience throughout the interview process. We did have several highly qualified candidates for the position and it has been a difficult decision, but we have chosen to pursue another candidate for this position who we feel is best qualified.

We do thank you for your interest in Chicago Theological Seminary and we wish you good luck in your future endeavors.

Sincerely,

Insert Your Name