

Hiring Manager – Talking Points for Declining an Employee via Phone

- **General Thank you**
 - Thank you for taking the time to interview with our team for the <POSITION TITLE>. I enjoyed meeting you to learn more about your skills and experience. At this time, I have made an offer to another candidate, who has accepted. Thank you again for considering an opening on my team.
 - Thank you for taking the time to interview with our team for the <POSITION TITLE>. I enjoyed meeting you to learn more about your skills and experience. At this time, I am moving forward to interview other candidates. Thank you again for your time.

- **General Thank you with a Silver Medalist (*someone you want to consider in the future or recommend to another hiring manager*).**
 - Thank you for taking the time to interview with our team for the <POSITION TITLE>. I enjoyed meeting you to learn more about your skills and experience. While I have offered this role to another candidate, you have great experience which could benefit our team and I would welcome having you apply again in the future. Thank you again for considering our clinic/team/department.
 - Even better – add that you would like to connect with them on LinkedIn.

- **Responding to Requests for Interview Feedback**
 - Thank you for asking. After going through a competitive selection process, I have selected a candidate who has the strongest skills, knowledge and experience needed for this position.
 - If they persist
 - Repeat the above.
 - If the employee becomes aggressive or belligerent, escalate to Recruiter/TA Manager.