

## Hiring Manager – ‘Thank You’ Email Templates for Declined Candidates

### What & Why?

After your recruiter dispositions your candidate, we encourage hiring managers send a ‘thank you’ email to the candidate for their time. This personal touch supports candidate experience, leaves a positive impression of hiring at NKC, and helps build your candidate pipeline for future opportunities on your team.

Below are three **‘Thank You’ email templates** to send or adapt when outreaching a rejected candidate.

### General

Hi <Candidate Name>,

Thank you for interviewing with our team for the <Position Title> position, we appreciate the opportunity to meet with you. While we are not moving forward with your application at this time, I wanted to express my sincere appreciation for your time and interest.

Please don’t hesitate to keep an eye on future opportunities with Northwest Kidney Centers. Wishing you all the best in your job search.

Sincerely,

<Hiring Manager Name>

### **Silver Medalist (*someone you want to consider in future or recommend to another hiring manager*)**

Hi <Candidate Name>,

Thank you for taking the time to interview with our team for the <Position Title> opening, we appreciated the opportunity to meet with you. While we are not moving forward with your application at this time, please know you were a strong candidate for this role and I would be happy to have you considered for a future opportunity of interest. Please don’t hesitate to reach back out to myself or your recruiter, we would be happy to hear from you.

Thank you again for your time, wishing you all the best in your job search.

Sincerely,

<Hiring Manager Name>

## **Internal Candidate**

Hi <Candidate Name>,

Thank you for taking the time to interview with our team for the <Position Title> opening, we appreciated the opportunity to meet with you. While we are not moving forward with your application at this time, we value your interest in continuing to grow with Northwest Kidney Centers. Please don't hesitate to reach back out regarding future opportunities of interest as well as connect with your current manager on growth opportunities.

Sincerely,

<Hiring Manager Name>

**Good afternoon Sarah,**

**We want to express our sincere gratitude for your interest in joining our program and your time and energy with interviews. You clearly demonstrated strong skills and a passion for serving people in your interview. We were extremely fortunate to have 3 very strong**

**candidates. This turned out to be a very difficult decision and one that we held long detailed discussions about before landing on an answer.**

**I really enjoyed meeting you and hearing about all the current work you're doing. NKC is very fortunate to have you here and I will definitely keep you in mind if we have future opportunities for palliative care team growth.**

**I welcome you to reach out if you have any follow up questions or feedback.**

**Warmly,**

**Megan Nolan**

**Hi Craig,**

**Thank you again for taking the time to interview with NKC for the Risk and Controls Program Manager role. We were all very impressed with your experience and knowledge which made this a tough decision. It was really a matter of another candidate having a bit closer match to the skillset we were seeking. Selfishly, I wish we'd had two open roles.**

**I wish you great success in your search. Another company is going to end up with an amazing hire!**

**Kind regards,**

**Michelle**

- General Thank you o 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.

- o 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*)**. o 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.

- o Even better – add that you would like to connect with them on LinkedIn.

- Responding to Requests for Interview Feedback o 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.

- o If they persist ▪ Repeat the above.

- If the employee becomes aggressive or belligerent, escalate to Recruiter/TA Manager

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