 **Applicant Communication Templates**

**Salary Verification - determining if applicant is in the wage range**

Subject: St. Olaf College XX job opportunity

Thank you for your interest in the XX position. You stated that your desired salary is $XX. The salary range for this position is $XX - $XX. St. Olaf College offers a competitive benefits package and details can be found at: <https://wp.stolaf.edu/hr/new-employee-benefits-overview/> . Given this information, are you still interested in pursuing this role?

**Scheduling Interviews**

*One communication email may be sent to multiple applicants at once but be sure to* ***BCC*** *everyone!*

**Scheduling Video Interview**

Subject: St. Olaf College XX job opportunity

Thank you for applying to the XX position at St. Olaf College. The search committee and I would like to set up a time to speak with you about your background and share more about this opportunity. The interview will last approximately 30 minutes.

We are available on the following dates and times. Please let me know which three dates and times you’d prefer. If you are able to interview any date and time, please let me know.

* DATE—TIME
* DATE—TIME
* DATE—TIME
* DATE—TIME

We will use Google Meet for the interview. Once a date and time is confirmed, follow up instructions and an itinerary will be sent.

In the event of technical difficulties, we will call you on your phone. Please let me know the best number at which to reach you.

**Confirmation of Video Interview**

Subject: St. Olaf College XX interview information

Please confirm that you have received this email.

You are scheduled for an interview on (DAY OF THE WEEK), (DATE), at (TIME).

You will be speaking with:

* Name, Title
* Name, Title
* Name, Title

We will use GoogleMeet for the interview, and I will email you a calendar invitation that includes a link to the video interview. I recommend that you practice a test call beforehand. In the event of technical difficulties, I will call you on your phone. Please let me know the best number at which to reach you.

We look forward to speaking with you!

**Scheduling Phone Interview**

Subject: St. Olaf College XX job opportunity

Thank you for applying to the XX position at St. Olaf College. The search committee and I would like to set up a time to speak with you about your background and to share more about this opportunity. The interview will last approximately 30 minutes.

We are available on the following dates and times. Please let me know which three dates and times you’d prefer. If you are able to interview at any date and time, please let me know.

* DATE—TIME
* DATE—TIME
* DATE—TIME
* DATE—TIME

Please let me know the best phone number at which to reach you.

Once we confirm the date and time, I will send an itinerary.

**Confirmation of Phone Interview**

Subject: St. Olaf College XX interview information

Please confirm that you have received this email.

You are scheduled for an interview on (DAY OF THE WEEK), (DATE), at (TIME).

You will be speaking with:

* Name, Title
* Name, Title
* Name, Title

We look forward to speaking with you!

**Scheduling On-Campus Interview**

Subject: Interview—St. Olaf College XX job

Thank you for participating in the XX phone interview. We enjoyed speaking with you and would like to invite you to campus for an interview where you will meet the DEPARTMENT NAME team and other constituents.

We are available on the following dates and times. Please let me know which three dates and times you’d prefer. If you are able to interview at any date and time, please let me know.

* DATE—TIME
* DATE—TIME
* DATE—TIME
* DATE—TIME

Once we confirm the date and time, I will send you more information, including an itinerary, directions to the college and parking (if you are driving), and so forth.

**Confirmation of On-Campus Interview**

Subject: St. Olaf College XX interview information

Please confirm that you have received this email.

You are scheduled for an interview on (DAY OF THE WEEK), (DATE), at (TIME).

You will be meeting with:

* Name, Title
* Name, Title
* Name, Title

Please come directly to (MEETING LOCATION, INCLUDE BULDING NAME & #).

Please park anywhere on campus where you see signs that read “Visitor Parking.” If you happen to receive a parking ticket while you’re on campus for your interview, please give it to me, and I’ll take care of it.

Link to maps – <https://wp.stolaf.edu/cwta/maps/>

We look forward to meeting with you!

**Releasing Applicants Not Interviewed**

All applicants not selected for interview will receive an auto-generated email via HireTouch once the hiring manager moves them thru the workflow to “Decline—No Interview (sends email)”.

To send an auto-generated email through HireTouch to applicants (excluding alum and current St. Olaf employees) no longer being considered, find the correct job title in HireTouch and then view the applicant list. Check the box to the left of the candidate’s name and go to the drop down menu in the bottom left corner titled “Bulk Actions.” Under “Change Status,” click on “Decline—No Interview (sends email).”

If the applicant is an alumnus/a or a current St. Olaf employee, please send the applicant a personal email. Please see the templates below:

**Alumnus/a Notification**

Thank you so much for your interest in the XX position. The search committee was impressed by your background and experience, and we deeply appreciate your desire to serve the college as one of our colleagues. We have, however, determined that the qualifications of other candidates more closely match our needs, and we regret that we cannot offer you an interview at this time.

We are grateful for the time that you have invested in applying and your interest in returning to St. Olaf to work. You, as one of our alumni, have our best wishes for success in finding a role that will suit your many gifts and talents.

**Current St. Olaf Employee Notification**

Thank you so much for your interest in the XX position. The search committee was impressed by your background and experience, and we deeply appreciate your desire to continue to serve the college in a new role. We have, however, determined that the qualifications of other candidates more closely match our needs, and we regret that we cannot offer you an interview at this time.

**Releasing Interviewed Candidates**

**Notification of candidates interviewed but NOT selected**

Thank you for your interest in the XX position. While the search committee was impressed with your background and experience, we have determined that the qualifications of another candidate more closely match our needs. We regret that we cannot offer you employment with the college at this time.

We appreciate the time that you have invested in interviewing with St. Olaf. You have our best wishes for success in finding a role that will suit your many gifts and talents.

Please note that, under the college’s policies, we are unable to offer you specific feedback on your application.

**Notification of current St. Olaf employees interviewed but NOT selected**

***(May be best to personally call them)***

Thank you for your interest in the XX position and for interviewing with our team. While the search committee was impressed with your background and experience, we have determined that the qualifications of another candidate more closely match our needs.

We are grateful for the time you have invested in interviewing and for your interest in serving the college in a different role.

Please note that, under the college’s policies, we are unable to offer you specific feedback on your application.

**Notification of alum interviewed but NOT selected**

Thank you so much for your interest in the XX position. The search committee was impressed by your background and experience, and we deeply appreciate your desire to serve the college as one of our colleagues. We have, however, determined that the qualifications of another candidate more closely match our needs.

We are grateful for the time that you have invested in applying and your interest in returning to St. Olaf to work. You, as one of our alumni, have our best wishes for success in finding a role that will suit your many gifts and talents.

Please note that we are restricted by college policy from offering specific feedback on applications.