

Applicant Regret Guidelines | Staff Searches

The goal of each search is to make a successful hire. However, inevitably there will be applicants who are not selected to interview, not selected as a finalist, or ultimately not selected to receive an offer. It is an important part of the applicant experience to provide timely updates at each stage of the search process. Every applicant who applies should receive communication around the status of their application, regardless of whether they are selected to interview. Refer to the templates below for guidance on applicant regret notifications.

Application Reviewed, Not Selected to Interview – (Email from Search Chair)

Dear (*insert applicant name*):

Thank you for applying for the position of (*insert position title*) with the University of Georgia. Our team was fortunate to receive a number of highly qualified applications. After careful review, the search committee is moving forward with another applicant whose qualifications better align with the needs of the unit at this time.

We want to thank you for the time you have invested and encourage you to apply for other positions on campus for which you may be qualified.

Best of luck moving forward.

Sincerely,
(*Your name*)

First Round Interview, Not Selected as Finalist - (Email from Search Chair)

(*Insert applicant name*):

Thank you again for applying for the position of (*insert position title*) with the University of Georgia Division of Student Affairs. Our team enjoyed meeting with you to learn more about your background and experiences that led you to apply for this opportunity.

We were fortunate to interview a number of highly qualified applicants. After careful consideration, the search committee has decided to move other applicants forward as finalists at this time. We truly appreciate the time you have invested and hope you will consider applying for other positions on campus for which you may be qualified.

We wish you all the best moving forward.

Sincerely,
(*Your name*)

Finalist Interviewed, Not Selected to Receive Offer - (Phone call from Hiring Authority)

Hiring Authority: “Hi, is this (*insert applicant name*)? Do you have a few moments to discuss the (*insert position title*) search? Firstly, on behalf of myself and the entire search committee, I would like to thank you again for taking the time to meet with us (*on campus/over Zoom*). We truly enjoyed learning more about your background and qualifications.

After much deliberation, we have decided to move forward with another applicant at this time. I understand this may not be the news you had hoped for, but we were fortunate to interview a number of competitive applicants. We do hope that you will consider us for potential future opportunities. Please let me know if I can be of assistance moving forward.”