**SAMPLE CORRESPONDENCES TO CANDIDATES IN SEARCH PROCESS**

**Letter sent to all applicants to acknowledge receipt of their application materials**

Dear (Dr./Ms./Mr.)

We recently received your application for the **(position title)** position and are delighted that you are interested in employment at Eastern Connecticut State University. We are now evaluating application materials to determine which applicants will be invited for interviews.

We anticipate interviewing applicants within the next few weeks. If you are selected, this office will contact you directly to schedule a mutually agreed upon time to meet with the search committee.

To adhere to federal employment guidelines, we would greatly appreciate if you would complete the Affirmative Action response information by clicking on the link below:

**(Insert Affirmative Action data collection link provided by Equity & Diversity here)**

The information provided within the link will be kept separate from all other application materials and will be maintained for data reporting purposes in the Office of Equity & Diversity.

Thank you again for your application.

Sincerely,

(Your Name)

On behalf of (position title) Search Committee

**Letter to a candidate who was not granted an interview**

Dear (Dr. /Ms. /Mr.)

The search committee has reviewed your application for the position of **(position title)** in the **(department name**) department at Eastern Connecticut State University.  As you can imagine, narrowing down the candidate pool is never an easy task, and it was made even more difficult by the caliber of the candidates who applied for this position. After due consideration of your credentials, we regret to inform you that you were not selected to advance in the search process.

The committee would like to thank you for taking the time to apply and submit your application for the position of **(position title).**

Best wishes for success in your future endeavors.

Sincerely,

(Your Name)

On behalf of (position title) Search Committee

**Letter to a candidate who was interviewed but will not be hired**

Dear (Dr./Ms./Mr.)

Thank you for interviewing for the **(position title)** position at Eastern Connecticut State University.

As you can imagine, narrowing down the candidate pool is never an easy task, and it was made even more difficult by the caliber of the candidates who applied for this position We regret to inform you that we have chosen another candidate who more closely meets the needs of the institution and the requirements for the position.

We thank you for your interest in the Eastern Connecticut State University and we wish you the very best in all your professional endeavors.

Sincerely,

(Your Name)

On behalf of (position title) Search Committee