Unsuccessful Applicants

As a best practice, it is recommended search committees notify applicants when they are no longer under consideration for a position. Hiring Managers are able to send notices directly to unsuccessful applicants in OPDRS. If you prefer to send letters, samples can be found on the Recruitment Toolkit.

To send unsuccessful applicant email from the system:

1. Select the box next to the applicant(s) you want to notify and hover over the orange Actions button on the top right above the applicant list.
   a. Ensure all applicants selected need the same type of notice. I.E. all were interviewed.
2. Select “Email Applicants”.

3. You will be brought to a screen allowing you to select the email template you wish to use.
   a. There are several email templates due to other required system notices. Please be sure you are only selecting one of the four “Unsuccessful applicant” emails.
4. Once you select the email template you wish to use, click on Preview.

5. Read the email to ensure it is the correct message before sending.
   a. If the email is correct, click on Send Emails.
   b. If the email is not correct, click your back button or otherwise exit the screen.
Note: Emails have not been sent.

Emails will be prepared for delivery when the "Send Email" link is pressed. The following is the content of one of the emails that will be sent out.

From: wsu jobs@wsu.edu
To: 
Cc: 
Bcc: 

Subject: Washington State University

Dear [Name],

Thank you for your interest in the [Position Name] at Washington State University (WSU). We appreciate the time you took to prepare your application materials and meet with us.

After evaluating feedback from those involved in the interview process and careful deliberation about each candidate's potential contributions to the position, a final candidate has been selected. We regret to inform you that your application is no longer being considered for this position. We encourage you to visit the WSU Jobs website as new positions are posted daily.

We thank you for your interest in employment with WSU and wish you the very best of luck in securing a rewarding position.

Sincerely,

[Name]

Search Committee

Send Email

IMPORTANT NOTES:

- Edits cannot be made to the email template prior to sending. If none of the templates accurately portray the message you need to send, feel free to copy the closest message into your WSU outlook account and edit from there. Alternately, you can use the one of the letter samples found on the Recruitment Toolkit.

- Sending an unsuccessful applicant email does not automatically change the applicant status. It is recommended hiring managers send an unsuccessful notice prior to changing the applicant status to Not Hired for easy tracking.

- Sending an unsuccessful applicant email also does not change what the applicant can see for status. Applicants will continue to see the status “In Progress” when they log in to their account until the posting has been filled or canceled.