Regret Letters

Regret letters, also known as rejection letters should always be sent to unsuccessful applicants/candidates at the end of a search. Experience has shown that one of the biggest sources of applicant frustration steams from the lack of communication from search committees. While a regret letter is never fun to receive, it provides closure to applicants and also builds goodwill for the CSU brand while showcasing our culture of integrity and respect. Because of this, it's very important to reach out to the applicant pool at the end of a search to let individuals know they did not receive the position. Below are three examples of regret emails which can be sent to unsuccessful applicants/candidates using the Mail Merge feature available in Office products. Please see our Mail Merge guide located here:
https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-a-Mail-Merge.pdf

'Application on Hold / Not Advancing at this Time' Example

Subject: CSU [College or Unit] [Title of position] Update - Application Active - On Hold

Dear [Applicant First Name]:

Thank you for your employment interest at Colorado State University and for applying for the [title of position]. The priority application deadline was [Full Consideration Date] and the Search Committee has begun their work to advance the search. We are pleased to have a very strong pool of candidates for this position.

The Search Committee thoughtfully reviewed all applications and narrowed the list to a smaller group for further consideration. I'm e-mailing to inform you that your candidacy is still active but has not advanced to the first round of phone interviews and is therefore on hold. If you would like to be removed from our active applicant pool at any time, please let me know. Otherwise we'll keep you as an active-on hold applicant and will continue to communicate with you as the search advances.

We truly appreciate your interest in Colorado State University and while you remain active in this search, we also encourage you to watch for other opportunities at CSU which may align with your experiences and interests, as we're very proud of our University and continue to have new opportunities to build our team.

Sincerely,

[Name of search chair], Search Chair

'Application Not Selected / Not Advancing' Example

Subject: CSU [College or Unit] [Title of position] Update

Dear [Applicant First Name]:

Thank you for your employment interest at Colorado State University and for applying for the [title of position]. The priority application deadline was [Full Consideration Date] and the Search Committee has begun their work to advance the search. We are pleased to have a very strong pool of candidates for this position.

The Search Committee thoughtfully reviewed all applications and narrowed the list to a smaller group for further consideration. I'm e-mailing to inform you that your candidacy has not moved forward in this search process.

We truly appreciate your interest in Colorado State University and wish you well in your future endeavors. We encourage you to watch for other opportunities which may align with your experiences and interests, as we're very proud of our University.

Sincerely,

[Name of search chair], Search Chair

'Application Not Selected / Not Advancing' Example

Subject: CSU [College or Unit] [Title of position] Update

Dear [Applicant First Name]:

Thank you for your interest in the position of [Name of position] in the [Name of unit] at Colorado State University. Your efforts in preparing and submitting the application materials are sincerely appreciated.

We were very pleased to have a very strong pool of candidates for this position. The Search Committee has thoughtfully considered all applications and narrowed the list to a smaller group. Unfortunately, your application was not forwarded for further consideration.

We value your interest in Colorado State University and wish you well in your future endeavors.

Sincerely,

[Name of Search Chair], Search Chair