



COVID-19 email templates

Due to the uncertainty surrounding COVID-19, some departments may choose to postpone or pause ongoing searches. If your department decides to do so, the below language may be utilized when sending communication to your applicants/candidates.

'For Applications Reviewed but on Hold (not selected for interviews)'

Dear Candidate,

Thank you for your interest in the [Working Title] position. Unfortunately, due to the unknown financial and operational impacts to the University related to COVID-19 at this time, the decision has been made to postpone the search process for this position. We hope to resume the search later this year. Thank you for your understanding.

Best Regards,

[Name of Chair]

Search Committee Chair

'For Finalist/Semifinalists'

Dear [Name of Candidate],

We appreciate the time you took to meet with the search committee on [Date]. We wanted to let you know how COVID-19 is affecting the next steps of the search process. Unfortunately, due to the unknown financial and operational impacts to the University related to COVID-19, the decision has been made to temporarily postpone the search process for the [Working Title] position at this time. We hope to be able to continue the search process as soon as we reasonably can. Thank you for your understanding and we hope to be in touch later this year.

Best Regards,

[Name of Chair]

Search Committee Chair