SAMPLE LETTERS FOR USE IN THE HIRING PROCESS

**Letter #1** acknowledges receipt of inquiry about the position

informs potential candidates of confidentiality issue

indicates applicants must request confidentiality when they mail applications

**Letter #2** acknowledges receipt of application

indicates any materials that are missing; or that application is complete

suggests when candidate may next hear from hiring unit

includes EEO (self-identification mailer)

**Letter #3** informs unqualified applicants and those rejected before the interview that they are no longer being considered

**Letter #4** informs candidates they are still being considered

indicates either they are in final consideration, or the search has been extended/closed and why

details the next steps in the process

**Letter #5 •** informs candidates they are not in the first tier to be interviewed

* indicates they are still viable if first tier candidates are unsuccessful

**Letter #6** informs candidates in the final consideration that position has been filled

candidate selected receives contract letter signed by Vice/Assistant Chancellor

Letters of notification during the hiring process are not an affirmative action issue, but in the interest of equitable treatment of all candidates, the same letter for the same purpose is advisable. Beyond the concerns of equal treatment, standard letters for key stages of the hiring process are a good personnel procedure.

All applicants who are invited for interviews must be informed of the university's policy to provide reasonable accommodations for applicants and employees with disabilities. They must be informed that they can request accommodation for interviews, and how to make the request. The following paragraph must be added if a letter is used as part of the interview scheduling process:

*"It is the policy of the University of Wisconsin-Stevens Point to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to interview because of a disability (physical or mental impairment), please contact the Equity & Affirmative Action (EAA) Office (715/346-2002). Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person's disability."*

A qualified disabled individual is defined as one whose experience, education, and/or training enable the person, with reasonable accommodation, to perform the essential functions of the position.

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# SAMPLE LETTER #1

**RESPONSE TO AN INQUIRY ABOUT THE POSITION**

Date

Name

Address

City, State, Zip

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for inquiring about the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Wisconsin-Stevens Point. Enclosed is a full position description.

Under a court-approved settlement and Wisconsin Statutes, we are required to provide a list of all nominees and applicants except for those who have requested in writing that their identity not be revealed. If you apply for this position and do not want your name to be released, you must send a written request to UWSP’s Equity & Affirmative Action (EAA) Office, 210 Old Main. Persons agreeing to be final candidates will have their identity (name, address, current position) revealed should anyone request that information.

Once again, we appreciate your interest in this opening and look forward to receiving your application. Please contact me if you have any questions regarding our position.

Sincerely,

NAME OF CHAIR OF SEARCH & SCREEN COMMITTEE

Enclosure

**SAMPLE** **LETTER #2**

**ACKNOWLEDGMENT OF RECEIPT OF APPLICATION**

Date

Name

Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased that you have applied for our position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at the University of Wisconsin - Stevens Point. All of your application materials have arrived except (*list item(s) missing*). To guarantee consideration of your application, make sure that your application is complete by \_\_\_\_\_\_\_\_\_\_\_\_\_\_. On that date the screening of applications will begin. Approximately three weeks from that date, you should receive word about whether or not your application is still being considered.

As an affirmative action employer, UWSP is "required to collect and maintain data on the race, sex and ethnic identity of all applicants for employment." Please complete the *Equal Employment Opportunity survey (Form 5)* on the following link, [http://www.uwsp.edu/equity/Pages/form5.aspx](https://www3.uwsp.edu/equity/Pages/form5.aspx).

Additionally, under a court-approved settlement and Wisconsin Statutes, we are required to provide a list of all nominees and applicants except for those who have requested in writing that their identity not be revealed. If you do not want your name to be released, please submit your confidentiality request via the *Equal Employment Opportunity survey (Form 5)*. Persons agreeing to be identified as final candidates will have their identity (name, address, current position) revealed.

On behalf of my committee colleagues, we sincerely appreciate your interest in this position and thank you for your application. Please contact me if you have any questions regarding our position.

Sincerely,

# NAME OF CHAIR OF SEARCH AND SCREEN COMMITTEE

Enclosure

**LETTER #3**

**INFORM CANDIDATES REJECTED BEFORE THE INTERVIEW**

Date

Name

Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

All of the applications for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ were received and have been reviewed by the search and screen committee. The members of the committee were pleased with the number of qualified applicants that applied. Therefore, the task of screening the pool of applicants to identify the most highly qualified candidate was difficult.

I regret to inform you that you are no longer being considered for this position.

I appreciate your interest in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Wisconsin-Stevens Point, and wish you all the best in attaining your professional goals.

Sincerely,

NAME OF CHAIR OF SEARCH AND SCREEN COMMITTEE

**SAMPLE LETTER #4**

# INFORM CANDIDATES THEY ARE STILL BEING CONSIDERED

Date

Name

Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

All of the completed candidate files for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Wisconsin-Stevens Point have been reviewed by the search and screen committee. Because of the number of well-qualified applicants, screening to identify those who are most highly qualified has been difficult.

I am pleased to tell you that you are one of the candidates still actively being considered for the position. At this time, we wish to inform you that [PROCEDURE AND RATIONALE FOR NEXT STEP(S): *for example, finalists will be identified in the next \_\_\_\_ weeks; or we will be contacting you to schedule an interview; or the position is on hold because of uncertainty of funding, etc.*].

We appreciate your interest in the position and will keep you informed regarding the status of your application.

Sincerely,

NAME OF CHAIR OF SEARCH AND SCREEN COMITTEE

SAMPLE LETTER #5

**INFORM CANDIDATE THEY ARE NOT AMONG FIRST TIER TO BE INTERVIEWED BUT ARE STILL VIABLE FOR POSSIBLE CONSIDERATION**

Date

Name

Address

## City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_:

All of the complete candidate files for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Wisconsin-Stevens Point have been reviewed by the search and screen committee. Due to the large number of well-qualified applicants, screening to identify those who are most highly qualified has been difficult.

Your application is still under active consideration. However, after careful review of the applicants, the search committee has narrowed the pool, and we are inviting \_\_\_\_ candidates to our campus for interviews. We regret that you are not among the finalists, but we have not eliminated your application. We are holding it along with several others in the event the interviews do not lead us to a successful conclusion.

We appreciate your interest in the position and will keep you informed regarding the status of your application.

Sincerely,

NAME OF CHAIR OF SEARCH AND SCREEN COMMITTEE

**SAMPLE LETTER #6**

# INFORM CANDIDATES THAT POSITION HAS BEEN FILLED

Date

Name

Address

City, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for your application for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the (Department/Unit) at the University of Wisconsin-Stevens Point. We were very impressed by the quality of the applicants, and the final selection from among the many fine candidates was a difficult one.

It is, therefore, with regret that we inform you that the position has been filled.

Thank you again for your interest. We wish you the best of luck in attaining your professional goals.

Sincerely,

NAME OF CHAIR OF SEARCH AND SCREEN COMMITTEE