

GWI Post Interview Letter

LETTERHEAD

Date

Name
Address
City, State, Zip

Dear

It was a pleasure meeting with you regarding a Groupworker I position in the _____ Region. Following an interview on _____, your name has been placed into a pool of qualified applicants that is drawn from when a future vacancy occurs. As there are limited vacancies and several qualified applicants, not everyone will be offered a position.

If you have any questions regarding the status of the Groupworker I open and continuous posting or your resume and application, please contact our office at _____. We also invite you to visit our agency website at www.mass.gov/dys regarding other state employment opportunities. Thank you again for your interest in the Department of Youth Services.

Sincerely,

Name
Title
Location

LETTERHEAD

Date

Name
Address
City, State, Zip

Dear _____,

Thank you for submitting a resume and completed state job application for the Groupworker I position in the _____ Region, Posting ID # _____.

We currently have a sufficient number of screened applicants awaiting placements and are therefore not processing new applications or conducting interviews at this time. The Groupworker I position is an open and continuous posting, so you may reapply again in a few months if you are still interested in a position at the Department of Youth Services.

Sincerely,

Name
Title
Location

LETTERHEAD

Date

Name
Address
City, State, Zip Code

Dear

This letter is to inform you that following an interview on _____ for a Groupworker I position with the Department of Youth Services your name has been placed into a pool of potential candidates for hire. We do not anticipate a state employment Groupworker I position vacancy in the _____ region at this time, however your name will remain active in the applicant pool for the next six months.

You may also apply for a similar position with the provider program _____. Although the pay for these positions is usually less than similar state positions, these jobs give applicants for state jobs valuable related experience. If you are interested in submitting an application for review and consideration please contact _____ at _____.

We thank you for interviewing for a Groupworker I position with the Department of Youth Services.

Sincerely,

Name
Title
Location

LETTERHEAD

Name
Address
City, State, Zip Code

Dear

Thank you for your interest in the Department of Youth Services. Our records show that you were interviewed for a Youth Services Group Worker I position approximately six months ago and placed in pool of possible future hires. To date, we have not reached your name in that pool of applicants and it does not appear that our hiring needs will result in extending an employment offer in the immediate future. However, if you would like to remain under active consideration for a Groupworker I position for the next six months, please complete and detach the form at the bottom of this page. This form must be returned by _____ to Name _____
Address _____

If you continue to be interested in a Youth Services Group Worker I position after this six-month period, we invite you to reapply at that time by submitting a new application and current resume.

Sincerely,

Name
Title

Cc: File

Please keep my name on file for consideration for a Youth Services Group Worker I position for an additional six months.

Name (please print) _____
Signature _____
Address: _____
Date: _____

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF YOUTH SERVICES
ACKNOWLEDGEMENT OF RECEIPT LETTER**

[Agency Letterhead]

[Date]

Name of Applicant
Address

Dear :

Thank you for your interest in employment at the [name of agency].

We have received your resume/application for the position of:

[Title of position]

[Posting Number]

You will be contacted if we determine that an interview is appropriate. If you are not selected for an interview at this time, please consider applying for future positions as they become available.

Sincerely,

[Name and title of hiring manager or HR
Personnel]

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF YOUTH SERVICES
APPLICANT NON-SELECTION LETTER**

[Agency Letterhead]

[Date]

Name of Applicant
Address

Dear _____ :

Thank you for your interest in the position of [position title], [location or posting number].

The [name of agency] received many resumes for the position from people with strong backgrounds in this field. We regret to inform you that you were not selected by the screening committee for an interview for this position.

I would encourage you to keep informed of other opportunities within the [name of agency] by viewing the Commonwealth Employment Opportunities website at <http://www.mass.gov/hrd/>.

Again, thank you for your interest in employment within [name of agency]. I wish you well in your pursuit of a career opportunity.

Sincerely,

[Name and title of hiring manager or HR
Personnel]

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF YOUTH SERVICES
INTERVIEW LETTER**

[Agency Letterhead]

[Date]

Name of Applicant
Address

Dear _____ :

Thank you for your interest in the position of [position title], [location or posting number].

We would like to interview you for the above position. The interview information is as follows:

Date:
Time:
Location:
Name and Phone of Contact:
Directions to Interview Location:

[Note: Use this letter to also inform applicants of any other aspects of the interview, e.g. that there will be an interview panel, that a writing sample is requested, etc]

In addition, please complete the attached Employment Application Form and bring it with you to the interview.

Please contact me at [phone] if I may provide you with additional information.

Sincerely,

[Name and title of hiring manager or HR
Personnel]

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF YOUTH SERVICES
REQUEST FOR WRITTEN REFERENCES**

[Agency Letterhead]

[Date]

Name of Reference
Address

Re: [Name, address of candidate]

Dear _____ :

The individual indicated above has applied for the position of [position title] in [name of agency], and has given us permission to contact you for an employment reference. Please provide the information as follows:

Period of employment with your organization:

Job title and type of work performed:

Would you rehire this person? Why or why not?

Please rate the following on a scale of: Excellent/Acceptable/Poor:

Dependability: _____

Job Performance: _____

Attendance: _____

Cooperation: _____

[The above are examples only; add or delete criteria as applicable to the individual job]

Our agency provides the following types of services: [describe the mission of agency]. Any information that you can give us would be appreciated and would assist us in selecting the best employees to work with our [customers/clients/consumers].

We ask for your prompt reply, as employment is contingent upon the receipt of references. A stamped self-addressed envelope is enclosed for your convenience. Thank you for your assistance in this matter.

Sincerely,

[name and title of hiring manager or HR
personnel]

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF YOUTH SERVICES**

**OFFER OF EMPLOYMENT LETTER
(for Managers and Non-Managers)**

(For Managers V through XII, this letter assumes approval of the appointment, and approval of manager's Tax and Background Check)

[Agency Letterhead]

[Date]

Name of Applicant
Address

Dear _____ :

On behalf of [hiring manager's name] and the [name of agency], I am pleased to offer you the position of [position title] in our [location]. Should you accept this offer, your bi-weekly salary will be [\$].

As was discussed during the interview process, the Commonwealth provides a program of group life, health and long term disability insurance coverage for state employees. Employees are eligible to participate in any or all of the available insurance coverages on the first day of the month following 60 days or two calendar months of employment, whichever is less. Also, all state employees are paid through direct deposit on a bi-weekly basis. These and all other benefits of state employment will be explained to you in an orientation session during your first week of employment in your new position.

I would appreciate your consideration of this offer and your prompt reply by [date]. We will be unable to hold the offer of this position open after that date.

Thank you for your interest in employment with our agency. We look forward to hearing from you shortly. In the interim, if you have any questions about this offer, please contact [name of contact] at [phone].

Sincerely,

[name and title of hiring manager or HR Director]

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF YOUTH SERVICES
CANDIDATE NON-SELECTION LETTER**

[Agency Letterhead]

[Date]

Name of Applicant
Address

Dear _____ :

Thank you for taking the time to interview for the position of [position title], [location or posting number].

The selection of a final candidate was a difficult task given the many applications we received from people with strong backgrounds in this field. [*] We regret to inform you that the position was offered to another candidate.[**]

Again, thank you for your application for this position and interest in employment within [name of agency]. I wish you well in your pursuit of a career opportunity.

Sincerely,

[name and title of hiring manager or HR
personnel]

[* Use this section to comment on skills of applicant, eg for those who were finalists: “Although you demonstrated a high level of skill for this position, we regret...” If the person’s resume will be kept on file for future openings, mention that in the close of the letter.]

[**Note: if an internal candidate is selected, some collective bargaining contracts require that the name of the person selected be provided to all internal applicants]

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF YOUTH SERVICES
CONDITIONAL OFFER OF EMPLOYMENT LETTER
(MANAGEMENT POSITIONS V-XII, PRIOR TO APPROVAL TO HIRE)**

[Agency Letterhead]

[Date]

Name of Applicant
Address

Dear _____ :

On behalf of [hiring manager's name] and the [name of agency], I am pleased to extend a conditional offer to you for the position of [position title] in our [location]. Should you accept this conditional offer, your bi-weekly salary will be [\$].

This employment offer is contingent upon your completion of a successful Tax and Background check. Every effort will be made to expedite this process.

As was discussed during the interview process, the Commonwealth provides a program of group life, health and long term disability insurance coverage for state employees. Employees are eligible to participate in any or all of the available insurance coverages on the first day of the month following 60 days or two calendar months of employment, whichever is less. Also, all state employees are paid through direct deposit on a bi-weekly basis. These and all other benefits of state employment will be explained to you in an orientation session during your first week of employment in your new position.

Please let me know by phone as soon as possible if you accept this conditional offer, so that we may forward to you the necessary forms to complete in order to obtain approval of your appointment. [for M V – VIII, use attached Employee Acknowledgement Form and First Day Declaration Form if choosing to use post-hire tax and background checks].

I would appreciate your consideration of this offer and your prompt reply by [date]. We will be unable to hold the offer of this position open after that date.

Thank you for your interest in employment with our agency. We look forward to hearing from you shortly. In the interim, if you have any questions about this offer, please contact [name of contact] at [phone].

Sincerely,
(Name and title of hiring manager or HR Director)

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF YOUTH SERVICES
CONFIRMATION OF ACCEPTANCE LETTER**

[Agency Letterhead]
[Date]

Name of Applicant _____
Address _____

Dear _____ :

Thank you for your acceptance of our offer of employment on [date].

The following confirms information about your position:

Position and Payroll Title:
Job Group:
Bi-Weekly Salary:
Start Date:
Type of Employment: [eg union, permanent, full-time, part-time, etc]
Name of Supervisor:
Hours of work:
Work Address:
Type of payroll system: Bi-Weekly Direct Deposit

Please plan to report to [name] at [time] on [start date]. Your continued employment after three business days of your start date is dependent upon your providing us with appropriate documentation establishing your identity and completing a Form I-9. Attached are that form and a documentation checklist [see Employment Application Form].

Please bring the Form I-9 and original documentation to the Human Resource Department either prior to your start date or on your first day of work. In addition, please return this letter with your social security number and signature as soon as possible.

[For management positions MV and above, include reference to background check forms and/or employee acknowledgement form if not already completed].

Thank you for your attention in this matter, and we look forward to your employment with our agency.

Sincerely,

[name and title of hiring manager or HR
personnel]

Social Security Number _____
Signature of Candidate _____