

In an effort to maintain positive relationships with UNH alumni and current employees who apply for job openings, hiring departments are encouraged to *communicate directly with those applicants who are not selected for job interviews*. In PACES, you'd select "Not Selected – No Email" and the automated "rejection" email response will not be sent to these applicants.

SAMPLE REJECTION LETTER FOR NON-INTERVIEWED APPLICANTS -- for departments to edit as appropriate

(for Alumni and internal candidates)

We have received your application for _____ position with _____ (department), and appreciate you taking the time to express your interest.

Although we are impressed with your background and experience, we have decided to pursue other applicants whom we believe more closely match the requirements for the position and needs of the department.

As an (alumnus) (current employee) of the University, we are particularly appreciative of your interest in this position and wish you well as you pursue other job opportunities within the University System.