**Recruitment Template Emails to Applicants**

**Email 1 – Application Acknowledgement**

Dear Candidate,

Thank you for submitting an application for the <enter position/role> position with <enter name of NSF>.

Your application has been received, and we will contact all applicants again next week once we have reviewed all submissions.

Thank you for your interest in working with <enter name of NSF>,

<enter employee writing email>

<enter position/role>

**Email 2 – Rejection, No Telephone Interview**

Dear Candidate,

Thank you so much again for your interest in working with <enter name of NSF>.

We have finished now reviewing all submissions and I’m emailing to let you know that we will not be moving forward with your application.

There are other ways for you to get involved with the <enter name of NSF>, and we invite you to consider volunteering at an event or attending a competition. To find out more, please visit <enter website>.

Thank you again for your time and interest, and best of luck with your job search.

<enter employee writing email>

<enter position/role>

**Email 3 – Invite to Telephone Interview**

Dear <enter candidate name>,

Thank you for your interest in the position of <enter position/role> with <enter name of NSF>.

We are pleased to invite you for a telephone interview on **<enter date, time and location>.**The interview will take approximately <enter length of time> and will be an opportunity for <enter name of NSF> to get to know you a little better, review the position, and discuss any questions that you may have. Please let me know via email if you’re available to attend the interview, and confirm that the phone number to contact you on is <enter candidate phone number>. If not, please provide me with an alternative phone number.

Thank you again for your interest in working with <enter name of NSF>.

<enter employee writing email>

<enter position/role>

**Email 4 – Confirmation of telephone interview**

Dear <enter candidate name>,

Thank you for your interest in the position of <enter position/role> with <enter name of NSF>.

As per your email reply, I have confirmed your telephone interview on **<enter date, time and location>.**The interview will take approximately <enter length of time> and will be an opportunity for <enter name of NSF> to get to know you a little better, review the position, and discuss any questions that you may have. I will call you on <enter candidate phone number> at <enter time>.

Thank you again for your interest in working with <enter name of NSF> and we look forward to speaking with you.

<enter employee writing email>

<enter position/role>

**Email 5 – Post-Telephone Interview Rejection**

Dear <enter candidate name>,

Thank you so much for your interest in working with <enter name of NSF> and for attending a telephone interview for the <enter position/role> position.

As you know, we interviewed a number of candidates for the position and I’m emailing to let you know that we will not be moving forward with your application. We enjoyed speaking with you on the phone and your passion for <enter position/role> was evident through our conversation.

There are other ways for you to get involved with <enter name of NSF>, and we invite you to consider volunteering at an event or attending a competition. To find out more, please visit [<enter](http://www.freestyleski.com) website>.

Thank you again for your time and interest, and best of luck with your job search.

<enter employee writing email>

<enter position/role>

**Email 6 – Invitation to In-Person Interview**

Dear <enter candidate name>,

Thank you again for taking the time to attend a telephone interview for the position of <enter position/role> with <enter name of NSF>.

We enjoyed our conversation <enter timeframe (ex. last week)> and think that your skills and experience are a good fit for the position and the team. **I’d like to invite you to participate in an in-person interview** to meet you face to face and discuss the position in more depth on **<enter time and date>**. The interview will last approximately <enter length of time>, and will take place at <enter location>.

**Date:** <enter>

**Time:** <enter>

**Location**: <enter address>

As we are moving towards the final stage of our selection process, we ask that you complete the attached **Reference Permission Form** that authorizes <enter name of NSF> to contact 2-3 professional contacts. We will not contact them until after the interview. Please provide us with the details of three references, and sign with an electronic signature (or print and scan if easier). Please return this form in advance of your interview.

Thank you again for your interest in working with <enter name of NSF> and we look forward to meeting you,

<enter employee writing email>

<enter position/role>

**Email 7 – Post-Interview Rejection**

Dear <enter candidate name>,

Thank you so much again for attending an interview for the <enter position/role> position with <enter name of NSF>.

We have now finished our interviews for the position and I'm emailing to let you know that we have selected another candidate.

We really enjoyed meeting you, and your passion for <enter position/role> and working in a sports environment was very evident in our conversations.

There are other ways for you to get involved with <enter name of NSF>, and we invite you to consider volunteering at an event or attending a competition. To find out more, please visit [<enter](http://www.freestyleski.com) website>.

Thank you again for your time and interest and I’d love to stay connected in case of additional opportunities arising in the future.

<enter employee writing email>

<enter position/role>

**Email 8 – Handover of Successful Candidate to Hiring Manager**

Dear <enter candidate name>,

Congratulations again on accepting the role of <enter position/role>, and welcome to <enter name of NSF>! We are excited to begin working with you and the rest of the team is very much looking forward to meeting you!

The details of the offer again are below:

* The starting <enter salary or rate per hour> for the role is $<enter amount>
* As a <enter full-time or part-time> employee you are eligible for <enter vacation, premiums, benefits, bonus, etc.>
* Your start date will be <enter date>
* The position is located at <enter address or location>

I’ve copied in <enter hiring manager> so that you have her email address if you need to reach out. You can also call <him/her> at <enter phone number> if you need to.

I've also copied <enter employee name and position> so that the two of you can connect directly around your contract. <Enter employee name> will let you know this week what <he/she> needs from you to get things moving.

Finally, I'll be in touch a little closer to your start date to give you some further information about your first day.

Have a great <day/morning/afternoon/evening> and know that we’re so thrilled to have you on the team!

<enter employee writing email>

<enter position/role>