

Regrets Procedure



Once you send your matrix to OEI to approve of your first interviewees, HR will send regrets to any applicants you choose not to interview. After you complete initial interviews, someone on the search committee should send a direct email (template below) to anyone who was not selected for a final interview. Once you complete final interviews and make a hiring decision, someone from the search committee should call the other finalist(s) to inform them of the committee's decision.

Post Initial Interview Email Template:

Hello [First Name],

Thank you very much for investing your time and effort to attend a phone interview with our team about our [Job Title] with [Job Department] at Idaho State University. All of us really enjoyed getting to know a little about you, learning about your skills and experiences, and having an interesting conversation.

Unfortunately, at this time, we decided to proceed with our selection process with another candidate. It is a decision we didn't make easily, since you are a strong candidate with a great [Insert positive characteristic observed in the interview like personality, knowledge, passion, etc]. We truly appreciate your expertise in [applicable industry] and interest in Idaho State University.

We hope you'll keep us in mind and apply again in the future. If you have any further questions or need more feedback, please do not hesitate to ask. I would be more than happy to answer any questions you may have.

We wish you every personal and professional success. Again, thank you for your interest in working with us.

Kind Regards,

[Email Signature]