

Sample Email Language

While we often wish we could hire everyone we interview, we realize that is not always possible. It is important to be timely with responding to candidates and letting them know where they are at in the process. Below is sample email language when offering or declining a job to a candidate.

SAMPLE JOB OFFER EMAIL

Dear (STUDENT NAME),

Thank you for interviewing for the position of (POSITION TITLE) with (DEPARTMENT NAME). We are pleased to offer you the position to work in our office. As we discussed (OVER THE PHONE/IN PERSON), your start date will be (DATE). You will be compensated at the rate of (\$X) per hour. You will be reporting to (SUPERVISOR NAME).

Prior to your first day of employment you will need to stop by Human Resources to complete your onboarding paperwork and training. The steps to complete this are (XYZ).

You're welcome to contact me with any questions. We look forward to you joining our team!

SAMPLE JOB DECLINE EMAIL

Dear (STUDENT NAME),

Thank you for applying for the position of (POSITION TITLE) with (DEPARTMENT NAME). After careful consideration and assessment, we have decided to proceed with another applicant at this time. While your skills and background are impressive, we have received a large number of applications, and others more closely matched the current requirements. We thank you for your interest in employment as a student employee at Concordia University, St. Paul and encourage you to continue checking Handshake for additional on-campus employment opportunities. You may also consider connecting with CSP's Office of Career Development for assistance in the area(s) of: resume writing, interview preparedness, general interview etiquette.

Steps to Enable Handshake Messaging: [Applicant Status Messaging Preferences](#)