

## Declination Verbiage

### Decline after in-person Interview:

"First, I want to thank you for taking the time to meet with us and for your interest in the [Position Title] role. We really appreciated learning more about your experience and skills. After careful consideration, we have decided to move forward with another candidate at this time."

"We truly enjoyed getting to know you, and we would love to stay connected. Please don't hesitate to apply for future opportunities with us that align with your skills. We wish you all the best in your job search."

End the call on a positive note and leave the door open for future opportunities.

*The candidate may ask for feedback. Providing positive constructive feedback is okay. If you are unsure what you can provide, please reach out to your PeopleOps Business Partner for clarification before you call them.*

*If the candidate is an internal, you can also offer to help them or their supervisor create a development plan to help them have a better chance at the position next time.*

### Application Decline for Internal Applicants:

It is the expectation that hiring supervisors call internal applicants to let them know their application is being declined.

"Hi [Employee's Name], thank you for taking the time to talk with me. I want to start by acknowledging your interest in the [Position Title]. We really appreciate the valuable contributions you've made to the team. After careful consideration, we've decided to move forward with another candidate for the [Position Title] role. This was a difficult decision, as we recognize your dedication and potential. I believe you have great potential for growth, I encourage you to continue exploring opportunities. Your growth and success are important to us, and we are here to support you."

*Please Note: People Ops does not send the final Decline email to internal candidates. It is important for the hiring manager to notify all internal candidates of their status.*

### Application Decline for External Applicants:

Once a hiring supervisor moves an application to *Program Decline*, People Ops will send the final application decline email. Here is the verbiage for that email. You do NOT need to send this to the applicant.

"Thank you for your interest in our {OPPORTUNITY\_TITLE} position at Hilltop Community Resources. We truly appreciate the time and effort you put into your application.

After a careful review of your application materials, we have decided to move forward with other candidates who more closely align with the qualifications we're seeking at this time. Please know that our decision was not easy and is not a reflection on your capabilities or potential.

We encourage you to keep an eye on our career page and to apply again in the future should a role align with your skills and interests. We also offer many volunteer opportunities, which can be found on our volunteer page, that may interest you.

Thank you once again for considering Hilltop as an employer. We wish you the very best in your career pursuits.”