

Email Template for Posting Applicants- Job Offer and Decline

All supervisors should notify all applicants in a timely manner regarding dispositioning or interviewing. Students want to find jobs quickly during a short period of time each semester. If your position is their first choice, they may hold out to hear from you and lose other valuable opportunities while they wait. If an applicant is not a good fit for your position, tell them as soon as possible so they can continue their job search. Below is sample email language when offering or declining a job to a candidate.

Job Offer Template

Dear **[CANDIDATE NAME]**,

We believe your skills and experience are an excellent match for our department, and we are pleased to offer you the part-time student employment position of **[JOB TITLE]** at **[DEPARTMENT NAME]** with a start date contingent upon approval from the Office of Student Employment. You will be reporting directly to **[SUPERVISOR NAME]** at **[WORKPLACE LOCATION]**.

In this role, you will be required to **[BRIEFLY MENTION RELEVANT JOB DUTIES AND RESPONSIBILITIES]**.

The hourly rate for this position is **[DOLLAR AMOUNT]** to be paid on a bi-weekly basis by a direct deposit.

Please confirm your acceptance of this offer by signing and returning this letter by **[OFFER EXPIRATION DATE]**.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,
[YOUR NAME]



Job Decline Template

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 within **[DEPARTMENT NAME]** and encourage you to continue checking Handshake for additional on-campus employment opportunities.

Best of luck on your continued job search!

Warm regards,

[YOUR NAME]

