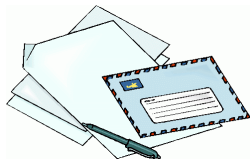


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## DID YOU KNOW??

### SAYING NO TO JOB CANDIDATES

How you handle saying no to a job candidate can mean the difference between someone leaving with a positive impression versus someone who is angry and may only have negative comments about your company. In rare instances some may consider a lawsuit which can be very costly.



It's important to send a well-crafted rejection letter/email to candidates who were interviewed. It assures them that they were seriously considered and it keeps you from having to verbally explain why you rejected them.

### Here are seven tips to creating a polite, legally safe letter/email:

1. **Give a neutral, nonspecific reason.** The law does not require you to tell applicants why they weren't hired and it is best to stay away from specifics.
2. **Make the letter short and direct, gracious and polite.** Make it personal so the candidate feels a connection.
3. **Thank the applicant and wish them good luck.** Express thanks for their interest in the organization.
4. **It is best to not say you decided to hire someone more qualified.**  
A lawyer for a rejected employee could ask to see the application of the person who was hired and other top candidates.
5. **It's also best not to promise further consideration for other positions.** False hopes are often the precursor to a lawsuit.
6. **Avoid phrases such as "I'm sorry" or "unfortunately."** They feed the rejected candidate's negative feelings.
7. **Don't delay. Write the letter/email soon after making a hiring decision.** Dragging out the candidates' wait for weeks will only build resentment.



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