

Candidate Rejection

- 1) Find Candidate in Crelate
- 2) Record notes in Crelate regarding pertinent information for future use, if there should be another position that may be a good fit. Keep a positive relationship with Candidate(s), so that you can reach out again in the future
 - a. Suggest including three pieces of Candidate information:
 - i. Salary
 - ii. Time of availability
 - iii. Reason for making a job change
- 3) Add any 'tags' that may make sense
- 4) After the notes are recorded, suggest sending the Candidate an email with the news they will not be moving on in the hiring process for the role
 - a. To send an email from Crelate, go to the Candidate's profile
 - b. At the top of the profile page, select the green envelope icon next to their email address
 - c. This will open a new Outlook email draft to that Candidate
- 5) Subject line could read "**JOB TITLE** Information"
- 6) You may use the email template provided, filling in the pertinent details below
 - a. **EMAIL EXAMPLE:**

Dear **CANDIDATE NAME**,

Thank you so for applying for the role of **POSITION** with our client. Unfortunately, the client has opted to move in a different direction for this position. That being said, we value your skills and experience and would welcome the opportunity to continue to have a professional relationship with you in the future. Please reach out if you are ever looking for other opportunities, and I will certainly do the same if I come across another opportunity that may be a fit.

Thank you again,

SIGNATURE

- 7) After the email is sent, move the Candidate into the "pass" category in Crelate