

## **Following Up with Student Applicants**

Following up with job applicants is a courtesy that most applicants greatly appreciate when trying to find employment. Below are some sample emails that could be used when following up with your on-campus student applicants:

### **After Receiving a Student Application**

Hello Student,

Thank you for applying for the position of Desk Assistant. I will be reviewing resumes for all applicants during the next two weeks. I will email you by October 1<sup>st</sup> to let you know if you have made it to the first round of interviews. Please feel free to let me know if you have any questions or concerns during the interim!

Best,

Employer

### **Declining Students before an Interview**

Hello,

Thank you for applying for the position of Desk Assistant. Unfortunately, we have decided to move forward with interviewing students with qualifications that more closely match what we are looking for at this time. Good luck in the upcoming school year!

Best,

Employer

### **Inviting Students to an Interview**

Hello Student,

I have been reviewing the submissions for the position of Desk Assistant, and I would like to invite you to the Career and Professional Development Center for an interview. I will have a copy of your resume for the interview, but please bring with you a copy of your schedule for the Fall semester so I can see what your availability would be.

The interviews will last about 30 minutes and will take place in the West Wing. The CPDC is on the 2<sup>nd</sup> floor, take the elevator, or the stairs, up and I will be sitting at the front desk as you come in. Below are times that are available for interviews starting the first week of school. Please email me back with your top two choices

for an interview time and day by Monday, August 22<sup>nd</sup>. If none of these times can fit your schedule, please let me know and we can work something out.

\*Include days/times

I will email you back to confirm your interview time before Friday, August 26<sup>th</sup>. Please feel free to contact me if you have any questions about what to bring, or about the interview in general. I look forward to your reply and to meeting with you to discuss this position!

Best,

Employer

### **Declining Students after an Interview**

Hello Student,

Thank you for taking the time to come and speak with me about the Desk Assistant position. I was impressed with your background and customer service experience, but have decided that another candidate's qualifications more closely match what we are looking for. I wish you luck in this school year and thank you for the time you invested in interviewing at the CPDC.

Best,

Employer

### **Extending an Offer to Students after an Interview**

Hello Student,

Thank you for taking the time to come and speak with me about the Desk Assistant position. I was impressed with your background and design experience, and am offering this job opportunity to you. Please let me know if you are still interested in the position, and if so I will send you an official offer letter tomorrow.

Just as a reminder, the position pays at \$7.75/hour and you will typically be working 6 hours/week in the office, or from home if you're working on a project for us. We can further discuss days/times for your shifts once we get your official offer letter out to you. Please let me know if you have any other questions about the position before committing.

Congratulations!

Employer