Post Phone Interview Regrets Instructions and Template

*This regret letter should ONLY be sent to applicants whom you have interviewed over the phone/initial Zoom conference. It is not considered proper etiquette to email regrets to someone you have interviewed in person or on Zoom, who was considered a finalist (you should call those applicants). Please send this within 24 hours of receiving approval from OEI to remove someone from progressing further in the selection process. If possible, send regrets prior to the weekend, since making applicants wait to hear can cause them distress and create a more negative interview process. If you have questions about the rationale of the instructions or anything else you would like to discuss, please contact Maggie at* [*maggieleitch@isu.edu*](mailto:maggieleitch@isu.edu) *or ext. 3830.*

*\*\*HR will send regret letters to applicants who will not receive a phone or in-person/Zoom interview. Please email Maggie to confirm the applicants who should receive regrets.\*\**

Hello [First Name],

Thank you very much for investing your time and effort to attend a phone interview with our team about our [Job Title] with [Job Department] at Idaho State University. All of us really enjoyed getting to know a little about you, learning about your skills and experiences, and having an interesting conversation.

Unfortunately, at this time, we decided to proceed with our selection process with another candidate. It is a decision we didn’t make easily, since you are a strong candidate with a great [*Insert positive characteristic observed in the interview like personality, knowledge, passion, etc*]. We truly appreciate your expertise in [*applicable industry*] and interest in Idaho State University.

We hope you’ll keep us in mind and apply again in the future. If you have any further questions or need more feedback, please do not hesitate to ask. I would be more than happy to answer any questions you may have.

We wish you every personal and professional success. Again, thank you for your interest in working with us.

Kind Regards,

[Email Signature]