

Example Communications Previously Used at Michigan Tech

Sample Email- Not Selected for Video Conference/Phone Interview

Dear _____,

Thank you for submitting your application to be considered for the Assistant/Associate Professor position in <name of department>.

We received a large number of applications from outstanding candidates. Applicant materials have all been reviewed and a select number of applicants were chosen for a video conference interview. From those interviews, a subset of individuals were invited to visit Michigan Tech.

At this time, your application has not been selected for a videoconference interview, although the search remains active. We plan to update you again on the final status of your application.

In the meantime, we appreciate your interest in Michigan Tech, our research community and outstanding student learning community. We hope to hire again next year and would encourage you to submit in the future.

Best Regards,

<name of search committee> Search Committee members

Sample Email- Not Selected for On-Campus Interview

Dear _____,

Thank you for submitting your application to be considered for the Assistant/Associate Professor position in <name of department>.

We received a large number of applications from outstanding candidates. As you know, applicant materials were reviewed and a select number of applicants were chosen for a video conference interview. From those interviews, a subset of individuals were invited to visit Michigan Tech. Thank you for taking the time for a video conference interview with us.

At this time, you have not been selected for an on-campus interview, although the search remains active. We plan to update you again on the final status of your application. In the meantime, we appreciate your interest in Michigan Tech, our research community and outstanding student learning community. We hope to hire again next year and would encourage you to submit in the future.

Best Regards,

<name of search committee> Search Committee members

Sample Communication for Letters of Recommendation (Recommenders)

Building a reputation as a great place to work is done in many ways. When letters of recommendation are submitted for candidates, it is important to follow-up with the recommender thanking them for their time is one way to build and maintain this reputation. A simple follow-up email, like the one below, is a great way to build on this, but a more personalized touch is always better.

Hello _____,

Thank you for submitting a letter of recommendation. Your letter is now available for viewing by the faculty search committee.

We would like to include your letter in the appointment file when an offer of employment is extended.

Sincerely,

Sample Communication for Seeking Evaluation of Zoom Interview Recordings from Individuals External to The Search Committee

Hello,

Thank you for participating in the interview process for *[Position Goes Here]* candidate *[Prefix First Last]*.

For those who couldn't attend, here **(link goes here)** is the link to the video of *[Candidate Name]'s* presentation.

Please provide feedback to the *[Unit/Position Goes Here]* Search Committee by taking a few minutes to complete this evaluation **(link goes here)**.

Regarding the evaluations, the search committee would like to clarify a few things from the outset.

1. We believe that your assessments of strengths and weaknesses are more valuable to us if they are not anonymous. Because of that, we ask that you identify yourself in your response.
2. Your specific response will be confidential within the committee. We have all signed an agreement of confidentiality that covers these evaluations.
3. We will delete your individual responses before the new *[Position Goes Here]* takes the job.
4. When we share the strengths and weaknesses at our department meeting, we will not associate any responses with a particular person. We might associate the responses with groups such as faculty, staff, students, department chairs, other administrators, etc., but we will not violate the confidentiality of your individual evaluations. We might need to keep a record of these summaries, but we will not associate them with individuals.

If you have any questions or concerns about this process please feel free to contact the chair of the search committee *[FIRST LAST, EMAIL]*.

Thank You,