**Job Applicant “No Hire / No Interview” Letter, LMC Model Form**

*Helpful background information on this model may be found in the* [*Hiring Chapter*](https://www.lmc.org/resources/hr-reference-manual-chapter-2-hiring/) *of the Human Resources Reference Manual.*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

*The letter should be dated and sent on city letterhead.*

(date)

Amari Gethired

1234 Street

Anywhere, MN 55555

Greetings:

Thank you for submitting an application for the position of \_\_\_\_\_\_\_.

Insert language similar to one of the following situations:

**For applicants not meeting the minimum qualifications:**

*In order to continue in the process, all applicants were required to meet the minimum requirements set forth in the position announcement. We have carefully reviewed your application materials and find that you are not eligible to continue forward in the selection process because you did not meet the minimum qualifications.*

**For applicants meeting the minimum qualifications but were not selected for an interview:**

*Your application materials were carefully reviewed and found to have satisfied the minimum requirements for the position. However, we have selected for an interview those candidates who more closely match the requirements for the position*.

**For applicants claiming veterans’ preference who meet the minimum qualifications but were not selected for an interview:**

*In your application materials, you elected veterans’ preference points, which were applied to your overall application rating. Your total score was \_\_\_\_\_\_\_, and \_\_\_\_\_\_\_ veterans’ preference points are added to that total score. Unfortunately, I need to inform you that while you offered some relevant training and experience, your overall application score does not qualify you for the next step in our hiring process.*

**For applicants claiming veterans’ preference who were interviewed and not selected (but were not notified of their rating scores at the time of the interview):**

*You were invited in for an interview based on your application evaluation rating of \_\_\_\_\_\_\_ points, and* *\_\_\_\_\_\_\_ veterans’ preference points are included in that score. While your experience and education were \_\_\_\_\_\_\_, we \_\_\_\_\_\_\_*

**Example language to describe experience and education could include** *“very competitive”, “intriguing”, “impressive” or something similar.*

**Example language for the action taken could be***: “invited candidates who most closely matched our organizational needs to continue in our hiring process. I am sorry to notify you were not selected for further consideration in our hiring process.”*

**Alternately you could say:** *“have offered the position to a candidate whose qualifications and experience more closely met our needs at this time.”*

Thank you again for your interest in employment opportunities with our city. We appreciate the time you spent applying for this position and  *\_\_\_\_\_\_\_.*

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**Example language for the action taken could be***: “we encourage you to apply for other city opportunities in the future.”*

**Alternately you could say: “***wish you luck in your future endeavors.”*

Sincerely,

Luna Greatwork City Clerk