Interview feedback email to candidate

Send it within two business days of the decision, either with the rejection or as a follow-up when a candidate asks. Only send it once the decision is final and the feedback has been checked against the scorecards.

REJECTION WITH CONSTRUCTIVE FEEDBACK

Subject: Your interview for [Job Title]: decision and feedback

Hi [First Name],

Thank you for interviewing for the [Job Title] role. I'm sorry to let you know we've decided to move forward with another candidate.

I wanted to share some feedback from the panel in case it's useful:

- **What stood out:** [Specific Strength, e.g. your examples of handling escalated customers were clear and showed good judgment under pressure].
- **Where other candidates were stronger:** [Specific, Job-Related Gap, e.g. the role involves building weekly schedules for a 40-person team, and other finalists had more direct experience with workforce management tools].

[Optional Suggestion, e.g. If you're interested in team lead roles in future, hands-on scheduling experience would strengthen your application.]

Thank you again for your time, and I wish you the best in your search.

[Your Name]
[Title], [Company]

CLOSE FINALIST, KEEP IN TOUCH

Subject: [Job Title]: our decision, and thank you

Hi [First Name],

This was a close decision, and I wanted to tell you personally that we've offered the [Job Title] role to another candidate.

The panel was impressed by [Specific Strength]. In the end, the deciding factor was [Specific, Job-Related Reason, e.g. the other candidate's experience launching a second site, which is the main priority for this role in its first year].

We'd like to stay in touch. [Similar Role or Team] hires regularly, and I'd be glad to reach out when something opens. If you'd rather we didn't, just let me know.

Thanks again,

[Your Name]
[Title], [Company]

REPLY TO A FEEDBACK REQUEST

Subject: Re: Feedback on my interview for [Job Title]

Hi [First Name],

Thanks for asking. It's a good question, and I'm happy to share what I can.

From the panel's notes:
- [Strength 1]
- [Area to Develop 1, Tied to a Requirement of the Role]
- [Area to Develop 2, Optional]

I hope that's helpful. These comments relate to this role and its requirements specifically; for a different position the balance could look quite different.

Best of luck,
[Your Name]
[Title], [Company]

MOVING FORWARD, WITH FEEDBACK FOR THE NEXT ROUND

Subject: Next round for [Job Title], plus some notes

Hi [First Name],

Good news: the team would like you to move forward to the [Next Round] for [Job Title].

Some feedback that may help you prepare:
- The panel liked [Specific Strength].
- They'd like to hear more about [Topic, e.g. how you've handled underperforming team members], which will come up in the next round with [Interviewer Name or Role].

I'll send times for the [Next Round] by [Date].

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Your interview for [Job Title]: decision and feedback
- Feedback from your [Job Title] interview
- [Job Title]: our decision, and thank you

- Some feedback from the hiring team
- Next round for [Job Title], plus some notes
- Re: Feedback on my interview for [Job Title]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. We've decided not to move forward for [Job Title]. I've emailed you some feedback from the panel. Thanks for your time and best of luck.

Placeholders to replace: [First Name], [Job Title], [Company], [Specific Strength], [Specific, Job-Related Gap], [Specific, Job-Related Reason], [Similar Role or Team], [Next Round], [Interviewer Name or Role], [Date], [Your Name], [Title]