

APPLICATION HAS BEEN FORWARDED TO THE MANAGER

Dear [First Name],

You have successfully completed the first step in the review process for the **TYPE JOB TITLE** position.

At this time your application has been forwarded to the department for review. We will notify you if your application is selected for an interview.

Thank you for exploring this opportunity, we look forward to working with you.

COLD CALL FOLLOW UP

Dear [First Name]:

I left you a message today regarding the **TYPE JOB TITLE** search I am currently working on. If you are open to relocation, I would love to provide you with more details about the position. I have included the job description below for your review.

If you are not interested, please feel free to pass the job description on to your peers. If you are open to relocation, please contact me at the number below.

Job Responsibilities: (INSERT JOB POSTING)

- Coordinate team in delivery of patient care in a compassionate and ethical manner according to recognized standards and care model.
- Promote accountability for nursing practice, clinical and workplace autonomy for the nurses, and evidence-based practice.
- Assure patient care is delivered in compliance to standards utilizing cost-effective methods.
- Explore options for expanding services and providing different services, operationalizes options in collaboration with leadership.
- Provide direction in development of annual operating budget, involving staff and physicians, as appropriate
- Role model collaboration and partnership with physicians, primary staff, patients, families and other departments.

Job Qualifications:

- Bachelor degree in nursing required. Master's degree preferred.
 - Licensed as a Registered Nurse (RN) in the State of Alaska required at time of hire.
 - CCRN preferred.
 - A minimum of 2 years of recent Assistant Clinical Manager experience or higher required.
 - Two years of management experience in like sized unit (28 beds) preferred.
 - Must possess strong written and oral communication skills and organization skills to ensure assignments are communicated and completed in a timely manner.
 - Possesses ability to maintain professional attitude and composure while performing multiple tasks under stress.
- Again, if you or someone you know is open to relocation, please contact me at the number below.

CANDIDATE DOES NOT MEET MINIMUM QUALIFICATIONS

Dear [First Name],

We recently received your application to **TYPE JOB TITLE** position, thank you for your interest in this opportunity.

After a careful review of your application, we have determined that you do not meet the minimum qualifications for this position. For this reason, we will not be moving forward with your application.

We encourage you to visit our website at www.eHospitalHire.com to view new opportunities as they become available.

CANDIDATE NOT SELECTED AFTER AN INTERVIEW OR SCREEN

Dear [First Name],

Thank you for your interest in the **TYPE JOB TITLE** position. We appreciate your time and consideration throughout the interview process.

Unfortunately, you have not been selected as the final candidate for this position. Although you meet the minimum qualifications for this job, at this time we are continuing to search for a candidate whose background more closely meets the department's needs.

MANAGER REVIEWED AND DID NOT SELECT CANDIDATES

Dear [First Name],

Thank you for your interest in the **ENTER POSITION TITLE** position. This email is to provide you with an update on the review process.

At this time the hiring manager has reviewed your resume and decided to pursue other candidates whose backgrounds provide a better fit for the position.

We appreciate you taking the time to explore this new opportunity and encourage you to visit our website at www.eHospitalHire.com to view new opportunities as they become available.

NOTIFYING CANDIDATES OF OVERWHELMING RESPONSE TO A JOB POSTING

Dear [First Name],

Thank you for your interest in the **TYPE JOB TITLE** position.

We have received an overwhelming response to our posting and it is taking longer than usual to complete our review process. Please know that we have received your application.

Due to the high volume of applications, we will not be able to contact all applicants with an individual response for this position. We will only be contacting those candidates who provide the closest fit to our hiring manager's specifications.

Thank you again for your interest in this position!

NOTIFICATION THAT POSITION HAS BEEN FILLED

Dear [First Name],

Thank you for your interest in our **TYPE JOB TITLE** position. This email is to let you know that we recently filled this position.

While we did not select you for this position, we value your interest and encourage you to visit our website at www.eHospitalHire.com to view new opportunities as they become available.

REQUEST FOR PHONE SCREEN

Dear [First Name],

I have reviewed your resume for the **TYPE JOB TITLE** position and would like to discuss this position with you further. Please respond to this email with possible dates/times that you are available by phone as well as your preferred contact number. I will respond via email confirming a date and time. I am available Monday - Friday to discuss.

In the initial phone interview we will be discussing your background, experience and how your skills relate to our opening. I will review a brief summary of benefits and discuss the hiring process with our organization.

Depending on the department, some hiring managers contact candidates directly, while others do not. **If you have already spoken with the hiring manager for this position it is still important to respond to this email.** This step allows us to better explain the hiring process, answer your questions and gather important information to complete the interview process.

REQUEST FOR UPDATED RESUME

Dear [First Name],

Thank you for your interest in the **POSITION TITLE** position. We recently received your application and noticed that the work and/or education history you provided is incomplete.

Please respond to this email with an updated resume in .doc format at your earliest convenience. Your candidate record will be updated once this is received.

CANDIDATE IS IN CONSIDERATION

Dear [First Name],

Thank you for your interest in the **TYPE JOB TITLE** position.

Your responses to our initial questions indicate that your background and experience meet or exceed the minimum requirements for this position. Your application materials have now been forwarded to the appropriate Human Resources representative for review and consideration.

We will contact you if you are among the candidates selected for an interview. We appreciate your interest in joining our team.

NOTIFICATION THAT CANDIDATE HAS BEEN SCREENED OUT

Dear [First Name],

We recently received your application for the **TYPE JOB TITLE** position.

At this time, we are interviewing other candidates who better suit our needs. Unfortunately, we will no longer be pursuing your application.

While we did not select you for this position, we value your interest in and encourage you to visit our website at www.eHospitalHire.com to view new opportunities as they become available.