

Student Employment Emails to Applicants

It is highly recommended that hiring supervisors contact each applicant as they move through the application process. Below are recommended minimum emails to contact applicants at various stages of the application process.

APPLICATION ACKNOWLEDGEMENT/TIMEFRAME EMAIL

Handshake sends the following notification in acknowledgment of applications:

Hello Louie,

This email confirms your application to [TEST JOB \(NOT A REAL JOB\)](#) was submitted on April 5th 2017 at 1:54 pm MST.

This job is also associated with an on campus interview and an application for the interview has also been submitted to NAU Career Development through Handshake. Here are the next steps: Watch your email for updates via Handshake

If you have any questions please feel free to reach out to your career center or check out our help center.

Good Luck!
Handshake Team

NON-INTERVIEWED OR NON-SELECTED EMAIL

Once the committee has determined which candidates to interview, this letter should go to the candidates who will not be interviewed. Or once the committee has made an offer and it has been accepted, this letter should go to the candidates who interviewed but were not hired.

Dear [Applicant Name],

Thank you for your interest in the position of [Job Posting Title] (Job ID#: [Job Opening ID#]) with [NAU Department Program]. The number and caliber of candidates that applied for this position made our selection very difficult.

Although you were not selected for this position, we appreciate your interest in employment and wish you success in your job search. We also encourage you to remain informed of current student employment opportunities by visiting [Handshake](#) and to apply for those positions for which you feel qualified.

Good Luck!
Hiring Committee

OFFER EMAIL/NOTIFICATION

Use this letter to offer your chosen candidate(s) a position, or confirm acceptance of your offer.

Dear [Applicant Name],

Congratulations! We are pleased to offer you a position as [[Job Posting Title] (Job ID#: [Job Opening ID#]) with [NAU Department Program] at a rate of \$[XX] per hour.

This offer is contingent upon a satisfactory outcome of the employment screening activities, if required, including but not limited to reference checks, a criminal history check, employment verification, and/or credentials check, and/or credit check, and/or fingerprint check required under Northern Arizona University policy 1.085 and Arizona Board of Regents policy 6-709. The determination of "satisfactory" is at the sole discretion of the University. If the University determines through screening activities that satisfactory results have not been obtained, or that your stated qualifications or credentials are not confirmed, this conditional offer of employment is void, and you will not be employed by Northern Arizona University.

Please confirm your acceptance of this job offer by responding to this email.

Sincerely,
Hiring Supervisor