

Interview Feedback for Unsuccessful Candidates

Please consider the below options as best practices:

- 1) Providing neutral, nonspecific information
- 2) Providing a specific reason/coaching the applicant.

Providing neutral, nonspecific feedback to an applicant is most often used in instances where a supervisor does not have the bandwidth or capacity to provide specific feedback to each applicant or in instances where providing feedback is not a strong skillset. This may look like thanking the applicant for their time and letting them know that you decided to pursue an applicant whose interests/experiences/qualifications were more closely aligned with the job description.

Providing constructive, actionable feedback can make a significant difference in a student's self-awareness and professional development. This type of feedback involves pointing out strengths that the applicant possesses, touching on why they did not receive the position and then suggesting resources that could help strengthen that skill.

Here is a potential script: It was great meeting you yesterday, but unfortunately, we decided to move forward with another candidate. Although I really enjoyed hearing about your experience in [email marketing], we are looking for someone with experience using [HTML] for the more technical elements of the role. I can understand this not being news you wanted to hear. There are many free courses online that you can use to learn [HTML] and I recommend you take a look ahead of your next application.

For students, hiring decisions should be made based on preparedness for the role, work study eligibility, and available work schedule. In instances where a supervisor does decide to coach an unsuccessful applicant, please ensure that hiring, and therefore, feedback is unbiased and void of discriminatory statements. To learn more about [mitigating bias](#) and [prohibited employment practices](#), please consult the links included.