**Candidate Messaging**

**EVERYTHING**

TO: Candidate

CC: [hiring@kirbynagelhout.com](mailto:hiring@kirbynagelhout.com)

**Name: Move to Stage 1/3 (Recruiter Call)**

**Description: Schedule time with Recruiter (i.e. move to initial phone call stage)**

Subject: Application Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hi [Candidate First Name],

My name is Megan, and I am the Training, Development & Recruitment Manager at Kirby Nagelhout Construction. I am reaching out because our team saw your application, and we loved your background and experience. I’d love to schedule a 30-minute phone call next week (or the week after) to learn a bit more about you and what you’re looking for in your next role.

I am available on Tuesday or Thursday afternoons – please let me know what works best for you and I’ll get that call set up!

Thanks,

Megan

Thank you so much for your recent application! My name is Megan, and I am the Training, Development & Recruitment Manager at Kirby Nagelhout Construction. After reviewing your submission, I’d like to schedule a 30-minute phone call within the next week or so to learn a bit more about you and why you see this role as a possible match.

I am available on Tuesday or Thursday afternoons – please let me know what works best for you and I’ll get that call set up!

**Name: Move to Stage 2/3 (HM Video Call)**

**Description: Schedule time with HM**

Subject: Interview Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hello [Candidate First Name],

Thanks again for taking the time to speak with me [DATE]. I was able to speak with the Hiring Manager, [HM – hyperlinked] this morning and – as a next step – I’d like to set you up to meet with him next week. When you have the chance, can you let me know your availability for a 30 minute video call?

Kindly,

Megan

Thanks again for taking the time to speak with me on [DATE]. I was able to connect with the Hiring Team, ~~[HM – hyperlinked]~~ this morning and as a next step we’d like to schedule a follow-up 30 minute Teams call. Please forward your future availability showing 1-2 dates/times and I’ll get this scheduled.

**Name: Move to Stage 3/3 (Onsite)**

**Description: Schedule time for candidate to visit us in person**

Subject: Interview Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hello [Candidate First Name],

[HM] really enjoyed his conversation with you, and we’d like to move you forward to the next round on interviewing, which would be meeting a few folks on the team in person. When you get the chance, can you please let me know your availability to spend 2-3 hours with us at our office in [Location]?

Let me know, and I’ll get it confirmed on the calendar!

Best,

Megan

~~[HM]~~ We really enjoyed our recent conversation with you! As we continue with the interview process, we’d like to welcome you to our office for a more in-depth discussion and in addition, have you meet a couple members of the team. This visit should last around 2-3 hours….. at your earliest convenience, please reach out to me directly and I’ll work with you to get this on the calendar.

**Name:** **Reject after applying**

**Description: Reject candidate after application was submitted**

Subject: Application Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hello [Candidate First Name],

We appreciate your interest and recent application for a position at Kirby Nagelhout Construction Company and/or affiliated companies.

Upon review of your relevant experience, skills and qualifications we have chosen to move forward with another candidate. We appreciate the time invested and encourage you to watch our website or social media postings for future openings. We will retain your application for a period of time and may reach out if a better fit or opportunity should arise.

Thank you and best of luck in your job search!

Best,

~~KNCC Hiring Team~~ Megan

Thank you for your recent submission! We appreciate your interest in our company.

Upon review of your application, we have chosen to move forward with another candidate who better matches the skills and experience required for this role. We encourage you to keep an eye out by visiting our website and social media pages for current openings. Your submission will be kept on file, and should an opportunity arise that you feel you may be a match for, please do not hesitate to reach out.

**Name: Role Currently at Capacity**

**Description: Reject candidate for positions we're not currently hiring for, but will be in the relatively near future**

Subject: Application Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hello [Candidate First Name],

We appreciate your interest and recent application for a position at Kirby Nagelhout Construction Company.

Our team was impressed by your skills and background, but we are currently at capacity with [ROLE]. We will likely be looking for candidates [Timeframe], so we'd love to have you re-apply then! We appreciate the time invested and we hope our paths cross again in the future.

Thank you and best of luck in your job search!

Best,

~~KNCC Hiring Team~~ Megan

*Megan, I am not a fan of this message at all. We shouldn’t have ad’s up if we are not filling them as we should have a pipeline of candidates in the wings already. We would never want to say “we are at capacity” nor would we want to say “we’d love you to reapply” if they have already applied. I vote we remove this response entirely. Bad mojo*.

**Name: Reject after Phone call with Recruiter (Stage 1/3)**

**Description: Decline after Stage 1/3**

Subject: Interview Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hello [Candidate First Name],

I wanted to follow up on our phone call. While I enjoyed learning more about your background and experiences, we have decided to move forward with other candidates that more closely align with what we’re looking for in this role.

Thank you for the time and energy devoted to this interview process – wishing you all the best in your search!

Kindly,

Megan

*Megan, this message can be the same as above message “Reject after applying”. I don’t think it needs to differ just because you spoke with them.*

**Name: Reject after video call with HM (Stage 2/3)**

**Description: Decline after Stage 2/3**

Subject: Interview Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hello [Candiate First Name],

Hope your week is going well! I wanted to follow up on the interview you had with [HM]. While he enjoyed learning more about your background and experiences, we have decided to move forward with other candidates that more closely align with what we’re looking for in this role.

Thank you for the time and energy devoted to this interview process – wishing you all the best in your search!

Kindly,

Megan

*Megan, same as above….. this can be a generic, thanks but no thanks and we’ll keep your resume on file ….. message.*

**Name: Reject after onsite interview (Stage 3/3)**

**Description: Decline after Stage 3/3**

Subject: Interview Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hello [Candiate First Name],

I wanted to follow up on the interview you had with our [Location] team. While they enjoyed learning more about your background and experiences, we have decided to move forward with other candidates that more closely align with what we’re looking for in this role. If you would like to connect to discuss the specifics of your feedback, I’d be happy to set up the time.

Otherwise, thank you for the time and energy devoted to this interview process – wishing you all the best in your search!

Kindly,

Megan

*Megan, If we have had an initial interview with you, then a 30 minute video call with the Hiring Team and then an onsite 2-3 hour onsite, that would be a ton to not hire an individual? If that is the end result, I think all that time is worthy of a personal phone call to the applicant.*

**Name: Keep warm after any stage**

**Description: Not a yes, not a no – maybe later**

Subject: Interview Follow Up: [Candidate First & Last] | Kirby Nagelhout Construction Company

Hello [Candidate First Name],

Thanks again for taking the time to chat with [interviewer(s)]! I’m reaching out here to let you know that, while your background is impressive, we will be moving forward with candidates who are better aligned with our current needs. However, we were genuinely impressed with your qualifications and believe that your skills align well with our organization's goals.

We understand that timing is crucial, and while we are not moving forward with your application at this time, we would like to keep the lines of communication open for potential future opportunities that may be a better fit.

Please feel free to reach out if you have any questions or if there are any updates on your end. Thank you for your time and interest in KNCC!

Kindly,

Megan

*Megan, Not sure about this message…. It kind of feels like we’re putting them on hold. I would say this falls under the “reject after applying” template above or again, worthy of a personal phone call to the applicant.*