

Centenary College  
Human Resources Department

Date:

To: Human Resources Department

From:

Subject: Procedure for Rejection Notices to Candidates

As you conclude the process of your Search, the Human Resources Department will be glad to issue rejection notifications to candidates not selected for hire. In order to provide this service, please submit the following information for each position:

1. **Title of Position** \_\_\_\_\_

2. **Name of Candidate Hired** \_\_\_\_\_

**3. Notification to Interviewed Candidates**

\_\_\_\_\_ Check here if you would like the Human Resources Department to issue rejection notifications to **interviewed candidates**.

\_\_\_\_\_ Check here if you will contact **interviewed candidates** to notify them that they were not selected.

**Please list below the names of all candidates interviewed regardless of who will be contacting them.**

(this includes in-person interviews as well as telephone interviews).

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4. **Please return all resumes received via fax and resumes received via US Mail to the Human Resources Department with this cover sheet.** You do not need to return resumes received via email if the resumes were initially emailed to the Human Resources Department.

Should you have any questions regarding this procedure, please contact Gena Deroche, Director of Human Resources at x2268.