Top Tips!
Saying 'no' politely

HASSON ASSOCIATES

Be Prompt

Inform the candidate of your decision as soon as possible. Avoid leaving them in limbo.

Be clear & concise

Clearly communicate the decision in a respectful and straightforward manner, avoiding ambiguity or mixed messages.

Provide feedback

If possible, offer constructive feedback on why the candidate was not selected, focusing on specific skills or qualifications rather than personal traits.

Express gratitude

Thank the candidate for their time and effort invested in the application process, acknowledging their interest in the position.

Offer encouragement

If appropriate, encourage the candidate to apply for future opportunities within the organisation or elsewhere, if you believe they have potential.

Maintain professionalism

Avoid making negative or disparaging remarks about the candidate, as this reflects poorly on the organisation and can damage your employer brand.

Offer assistance

If the candidate requests additional feedback or information, be willing to provide it within reason, while respecting any company policies or legal constraints.

Keep lines of communication open

Leave the door open for future interactions or networking opportunities, as maintaining a positive relationship with candidates can be beneficial in the long run.

Remember...
We are here to help!

As recruiters we play a crucial role as intermediaries between candidates and employers. We can help streamline the hiring process, promote positive relationships and contribute to successful outcomes for all parties involved.