

Sample Acknowledgment Messages to Student Job Applicants

Response to application when follow-up WILL be provided to *all* applicants:

Thank you for your interest in a student employment position in our department. Should you be selected for further consideration, we will be in touch with you directly.

We anticipate making a hiring decision by DATE and will contact you again either before or after that date to advise you of the status of your application.

Sincerely,

SUPERVISOR

Follow-up message to applicants NOT selected for interview or further consideration:

Thank you for your inquiry. Although we have selected other students to interview at this time, we will keep your application on file and will consider it again should we have additional openings later this year. Meanwhile, we encourage you to use the Colgate portal to find other potential work opportunities.

Sincerely,

SUPERVISOR

Response to application when NO additional follow-up will be provided to *unsuccessful* applicants (we envision this approach might be used primarily in larger departments, where high applicant volume may preclude individualized handling):

Thank you for your interest in a student employment position in our department. Should you be selected for further consideration, we will be in touch with you directly.

Due to the large volume of applications we receive, we will only be able to contact again those students who are being most actively considered for a position.

We anticipate making a hiring decision by DATE. If you do not hear from us by then, it is unlikely we will be able to hire you *at this time*, in which case we would keep your application on file and consider it again should we have additional openings in the future. Meanwhile, we encourage you to use the Colgate portal to continue searching for potential work opportunities.

Thank you again for your application.

Sincerely,

SUPERVISOR