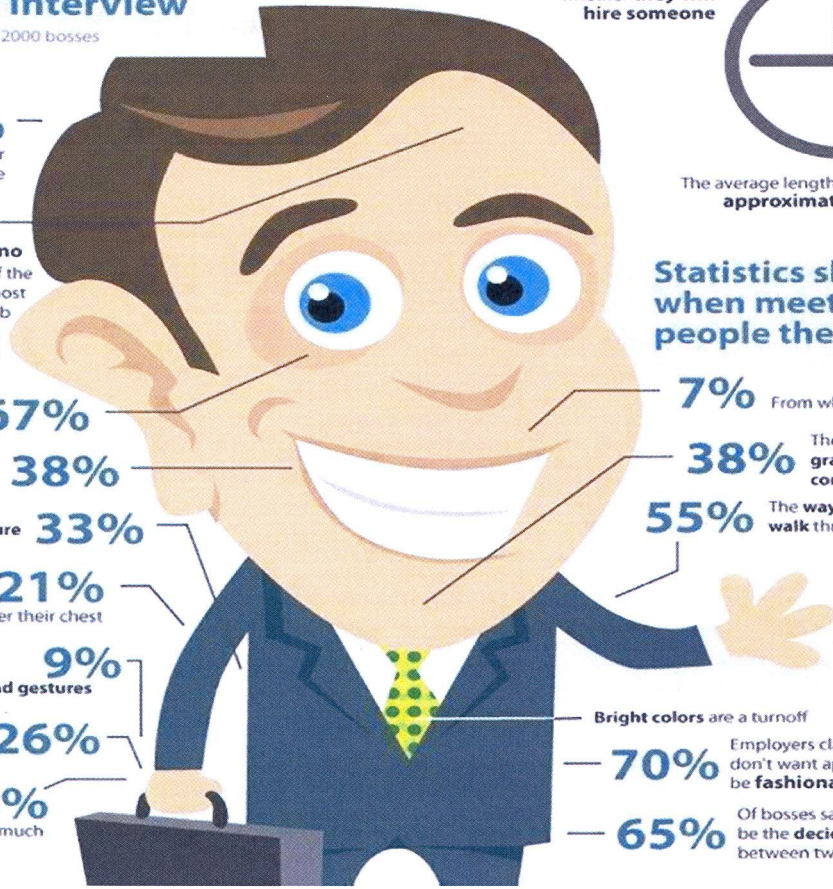


Common nonverbal mistakes made at a job interview

From a survey of 2000 bosses

- 21%** — Playing with **hair** or touching face
- 47%** — Having little or **no knowledge** of the company is the most **common mistake** job seekers make during interviews
- 67%** — Failure to make **eye contact**
- 38%** — Lack of **smile**
- 33%** — Bad **posture**
- 21%** — Crossing **arms** over their chest
- 9%** — Using too many **hand gestures**
- 26%** — Handshake that is too **weak**
- 33%** — **Fidgeting** too much



In a survey of 2000 bosses **33%** claimed that they know within the first **90 seconds** of an interview whether **they will hire someone**



The average length of an interview is **approximately 40 minutes**

Statistics show that when meeting new people the impact is:

- 7%** — From what we **actually say**
 - 38%** — The quality of our **voice grammar** and overall **confidence**
 - 55%** — The **way we dress, act and walk** through the door
- Clothes**
- Bright colors** are a turnoff
 - 70%** — Employers claiming they don't want applicants to be **fashionable or trendy**.
 - 65%** — Of bosses said **clothes could be the deciding factor** between two similar candidates.

PART ONE : STEPS FOR A SUCCESS JOB INTERVIEW

Job interview	HR	Job candidate
Pre interview phase	<ul style="list-style-type: none"> ▪ Confirm job interviewer (s) ▪ Notify job interview appointment ▪ Outline job interview question ▪ Design job interview assessment form 	<ul style="list-style-type: none"> ○ Accept an interview date ○ Learn about the job, company and business
During – interview phase	<ul style="list-style-type: none"> ▪ Welcome 	<ul style="list-style-type: none"> ○ Attire ○ Deliver a portfolio , recommendation letter and reference ○ Make a good presentation
Post – interview phase	<ul style="list-style-type: none"> ▪ Notify a result 	<ul style="list-style-type: none"> ○ Follow up

PART TWO : VOCABRUARY

<p>appearance appointee (n) apprenticeship (n) aptitude test assessment of applicants cognitive candidate (n) competence (n) competency – based interview observation form cv (n) deception exit interview in – depth interview individualized interview interview (n/v) interview schedule interviewee (n) interviewer (n) occupational stereotypes other characteristics panel interview / board interview patterned behavioral description interview person assessment privacy psychological test psycho-motor qualifications reliability select candidate (v) selection board</p>	<p>ภาพลักษณ์ ผู้ได้รับการแต่งตั้ง ช่วงการฝึกงาน (Internship) การทดสอบความถนัด การประเมินผู้สมัคร ความรู้ ความคิด ผู้สมัครเพื่อรับการคัดเลือกเข้าทำงาน ความสามารถ (n) = competent(skill or efficiency) การสัมภาษณ์ที่อิงสมรรถนะ แบบสังเกตพฤติกรรม ใบประวัติย่อ คำเต็มคือ curriculum vitae การไม่หลอกลวง การสัมภาษณ์เมื่อมีการลาออกจากองค์การ การสัมภาษณ์ในเชิงลึก การสัมภาษณ์เดี่ยว การสัมภาษณ์ แบบสัมภาษณ์ ผู้ถูกสัมภาษณ์ ผู้สัมภาษณ์ ผู้สมัครในอุดมคติที่บุคลิกภาพบางอย่างเหมาะสมกับอาชีพ ลักษณะอื่นใด การสัมภาษณ์ทำในรูปของคณะกรรมการ การสัมภาษณ์แบบพรรณาพฤติกรรมไว้เป็นหมวดหมู่ การตัดสินใจประเมินความเหมาะสมของบุคคล การเคารพในความเป็นส่วนบุคคลของผู้สมัคร แบบวัดทางจิตวิทยา ทักษะการปฏิบัติงาน คุณสมบัติทั่วไป ความน่าเชื่อถือ เลือกผู้สมัคร การพิจารณาตัดสินใจของคณะกรรมการอำนาจการคัดเลือก</p>
---	---

Useful phrase : Job interviews

Establishing rapport and relaxing a candidate

It is nice to welcome you here and I hope you will enjoy the interview.
 Please feel free to ask any questions you may have.
 I am going to start by.....then we will talk aboutFinally , we can deal with any points you would like to raise.
 Please ask about anything you are not sure of.

Giving information

I'd like to tell you something about.....
 I'm afraid we don't.....
 We'd be happy to.....
 Let me fill you in on the details of.....

Asking follow-up questions

Could you tell me more about?
 What exactly do you mean by?
 Could you enlarge on it ?
 I wonder if you could give me a example of
 Why did you deal with the situation in that way ?

PART THREE : MANGING INTERVIEW APPOINTMENT NOTIFICATION

Sample 1 : Giving notice to the job hunter

To: Arnold Liu (aliu@gmail.com)
From: Jeffrey Ma(hr@capitalmt.com)
Subject: Re: Front Office Manager Position

Dear Applicant,

Thank you for *submitting* your resume to Capital Hotel Midtown for the position of **Front Office Manager**. This is a *courtesy* email to *notify* you that we have received your application.

We have received a large number of applications and are in the process of reviewing them all. Those candidates whom we find suitable will be contacted in the in coming weeks for an interview. Otherwise, we will *retain* your application for future reference in the event we have an opening that we feel matches your skills and qualifications.

Again, thank you for your interest in working with Capital Hotel Midtown.

Best regards,
Jeffrey Ma

Human Resources Officer
Hhr@capitalmt.com

Sample 2 : Receiving an interview appointment

To: Dana Adams (danaadams@gmail.com)
From: Natasha R.(job@ed.com)
Subject: Lead Graphic Designer – Notification for an interview

Dear Dana,

Thank you for your interest in working with Edgy Design. We have reviewed your application and feel that you may be very suitable for the lead Graphic Designer position.

I would like to *schedule* you for an interview sometime early next week, if possible. We will be interviewing candidates on Monday and Tuesday at our main office (please see the address below). Please review the following time *slots* and let me know which one you prefer.

Monday, Feb 9	Tuesday, Feb 10
09:00 a.m.	09:00 a.m.
10:30 a.m.	10:30 a.m.
02:00 p.m.	02:00 p.m.

Please be sure to bring your portfolio with design samples. We are interested in seeing both print and product design test. Also we will need to get contact information for three former employers as references.

Please feel free to call me directly if you have any questions. I **look forward to** meeting you.

Regards,
Natasha Robertson

Assistant Manager
212-618-7129
Edgy Designs

PART FOUR : JOB INTERVIEW QUESTION

Basic interview questions

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?
- Where would you like to be in your career five years from now?
- What's your ideal company?
- What attracted you to this company?
- Why should we hire you?
- What did you like least about your last job?
- When were you most satisfied in your job?
- What can you do for us that other candidates can't?
- What were the responsibilities of your last position?
- Why are you leaving your present job?
- What do you know about this industry / our company?
- Are you willing to relocate?
- Do you have any questions for me?

Personal life questions

- What is your personal mission statement?
- What are three positive things your last boss would say about you?
- What negative thing would your last boss say about you?
- What three character traits would your friends use to describe you?
- What are three positive character traits you don't have?
- List five words that describe your character.
- Who has impacted you most in your career and how?
- What is your greatest fear?
- What is your biggest regret and why?
- What's the most important thing you learned in school?
- Why did you choose your major?
- What will you miss about your present/last job?
- Tell me one thing about yourself you wouldn't want me to know.
- What's the last book you read?
- What magazines do you subscribe to?
- What's the best movie you've seen in the last year?
- What would you do if you won the lottery?
- Who are your heroes?
- What do you do in your spare time?
- What is your favorite memory from childhood?
- What are you most proud of?
- What are your lifelong dreams?
- What led you to this point in your life ?
- Do you consider yourself successful ?
- What is your greatest achievement outside of work?
- How do you balance life and work ?

Working characteristic questions

- What are the qualities of a good leader? A bad leader?
- Do you think a leader should be feared or liked?
- How would you feel about working for someone who knows less than you?
- What would you do differently if you could start your working life move ?
- What is your preferred way to communication – instant message, phone, or email ?
- Do you check voicemail and email when on vacation ?
- What is your favorite book? How about your favorite movie ?
- If you could choose anyone (alive or deceased) to have lunch with, who would it be ?
- What did you do during this six month gap in employment ?
- What inspires you in a job ?
- What excites you most about the position and what do you think would be stretch for you ?
- Who are the influencers in your life? How would you describe your work style?
- What would be your ideal working environment?
- What do you look for in terms of culture -- structured or entrepreneurial?
- Give examples of ideas you've had or implemented.
- What techniques and tools do you use to keep yourself organized?
- Would you consider yourself a big-picture person or a detail-oriented person?
- Tell me about your proudest achievement.
- Who was your favorite manager and why?
- What do you think of your previous boss?
- What kind of personality do you work best with and why?
- How would you go about establishing your credibility quickly with the team?
- What do you see yourself doing within the first 30 days of this job?

Behavioral interview questions

- What was the last project you headed up, and what was its outcome?
- Give me an example of a time that you felt you went above and beyond the call of duty at work.
- Can you describe a time when your work was criticized?
- Have you ever been on a team where someone was not pulling their own weight?
How did you handle it?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it ?
- What is your greatest failure, and what did you learn from it?
- What irritates you about other people, and how do you deal with it?
- If I were your supervisor and asked you to do something you disagreed with, What would you do?
- What was the most difficult period in your life, and how did you deal with it?
- Give me an example of a time you did something wrong. How did you handle it?
- What irritates you about other people, and how do you deal with it?
- Tell me about a time where you had to deal with conflict on the job.
- If you were at a business lunch and you ordered a rare steak and they brought it to you well done, what would you do?
- If you found out your company was doing something against the law, like fraud, what would you do?
- What assignment was too difficult for you, and how did you resolve the issue?
- What's the most difficult decision you've made in the last 2 years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.

Abilities questions

- Describe a decision you made that was a failure. What happened and why ?
- Tell me about a time that you worked conveying technical information to a nontechnical audience.
- Tell me about a time that you worked with data, interpreting data, and presenting data.
- Why do you think you will be successful at this job ?
- Tell me about a time that you participated in a team, what was your role ?
- Tell me about a time when you were faced with conflicting priorities.
How did you determine the top priority ?
- Are you a risk taker ?
- Tell me about a time when you failed.
- If selected for this position, can you describe your strategy for the first 90 days?

Co-workers and supervisors questions

- Tell me about a time when you had to deal with a co-worker who wasn't doing his/her fair share of the work. What did you do and what was the outcome?
- Give me an example of a time when you took the time to share a co-worker's or supervisor's achievements with others ?
- Tell me about a time that you didn't work well with a supervisor. What was the outcome and how would you have changed the outcome ?
- Have you worked with someone you didn't like? If so, how did you handle it ?
- Tell me about a time that you helped someone.
- Tell me about a time that you misjudged a person.
- How do you get along with older (younger) co-workers ?

More difficult (and some strange) working with other People questions

- Convince me to hire you.
- Why shouldn't I hire you ?

Salary questions

- What salary are you seeking?
- What's your salary history?
- If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

Career development questions

- What are you looking for **in terms of** career development?
- How do you want to improve yourself in the next year?
- What kind of goals would you have in mind if you got this job?
- If I were to ask your last supervisor to provide you additional training or exposure, what would she suggest?

Career goals questions

- Start with your graduation from college and explanation the rationale behind each of your career moves.
- Also explain the thinking process that went into making each if those decisions.
- How many hours a day/week do you need to work to get the job done ?
- If you stayed with your current company, what would be your next move ?
- How do you measure success ?
- Describe your dream job.
- Describe a job that would be your worst nightmare.
- If you were the CEO of this company what would be the top two things that you would do ?

About the job

- ❖ What are the hours of work exactly ?
- ❖ What are the main responsibilities of the job ?
- ❖ Where is the job located ?
- ❖ What other benefits do you offer ?
- ❖ What freedom would I have to determine my work objectives and deadlines ?
- ❖ What would you expect me to accomplish in this job ?
- ❖ How much travel is involved ?

About the career future

- ❖ Does the company plan to expand ?
- ❖ What are some of the long term objectives of this position ?
- ❖ What future opportunities might be available for a person who is successful in this position ?

About the selection result

- ❖ What will the interview consist of and how will we learn the result ?
- ❖ If I am offered this position, how soon will you need my response ?



PART SIX : WRITING THANK YOU LETTER

Sample 1 : Job-Seeker Follows Up After Job Interview

I just want to state again what a pleasure it was to talk with you back in November about a position as a graphic artist with Greater Cascades Newspapers. I thank again you most sincerely for your time in getting to know me and answering all my questions about the company.

Our interview -- and the interviews I've been on since then -- have affirmed in my mind that Greater Cascades Newspapers is the right environment for me and that I have a great deal to offer your company. I am hoping you are as interested in my qualifications as I am in contributing to your firm. I'm eager to bring my experience in design-related applications in both Mac and PC platforms, graphic-design skills, communications-studies background, and teamwork experience to Greater Cascades.

I'm available for a follow-up interview if that would help you better evaluate my qualifications. I can be there anytime it's convenient and very much look forward to visiting the company again.

Ms., I am truly grateful for the opportunity to speak with you, and I look forward to hearing soon about a follow-up visit.

Sample 2 : Job-seeker demonstrates understanding

I'd like to thank you for taking the time to discuss the recruitment officer position at Motorola with me. I very much appreciate the detail with which you described the position. I felt a rapport with you that I know would contribute to an excellent working relationship.

You did an exceptional job of emphasizing the importance of the position to the continuing success of the company. I am convinced that I can meet the challenge of exceeding federal and state government quotas for hiring.

I also affirmed through the interview that my experience working well with students in my internship program and making positive contacts with business people in my last several jobs would contribute significantly to my success in the position. I could apply my considerable communications skills to giving presentations to graduating college seniors and selling them on working at Motorola.

I look forward to a second interview and, even more, to the possibility of contributing to both the recruitment goals and the bottom line at Motorola. As I mentioned, I am immediately available for employment.

Mr., thank you again for taking the time to meet with me.

PART SEVEN : INTERVIEW ASSESSMENT FORM

Sample 1 : Interview evaluation form

Panel member name <i>Joanna Jury</i>	School/ Service <i>Directors service</i>
Job title: <i>Personal Assistant to Director</i>	
Interview date : <i>2 nd February 2014</i>	

Applicant name: <i>Lisa Trouble</i>		
Skills/ experience/ qualifications	Demonstrable (yes/ no)	Reasons and comments for decision and feedback
IT skills, including word processing, spreadsheets & databases, in Microsoft Office software.	Yes	<i>Demonstrated experience and knowledge of MS office. Examples of how used in current role given.</i> SELECTION TEST: <i>Draft response clear layout, good structure using word, spelling and grammar checked.</i>
Ability to manage multiple projects & meet conflicting deadlines.	Yes	<i>Good examples, well described of prioritisation and meeting tight deadline continuously.</i>
Excellent oral & written communication skills.	No	<i>Example letters produced in selection test of poor quality. Layout, content, grammar, spelling all had errors. Examples of dealing with phone calls also had slight concern. Would need training on telephone manner and customer service.</i>
HNC/HND in an admin area or equivalent or demonstrable relevant experience as in person spec.	No	<i>Only displayed knowledge of working toward qualifications (has taken year out/ inconsistent with app form). No detailed examples of enthusiasm for this type of work or wanting to continue in a role that requires basic admin as well as more skilled admin.</i>
Extensive relevant experience of providing admin & secretarial support.	No	<i>Less demonstrable experience and skills that apparent in application. Examples given mainly filing, prioritising team tasks but not much work that had to be managed by self.</i>
Experience of working of using diplomacy in a sensitive or confidential work environment	No	<i>Did not demonstrate understanding of importance in dealing with work sensitively and applying diplomacy to confidential issues.</i> SELECTION TEST: <i>No tact/ diplomacy shown in draft response to a possible query that could get.</i>
Excellent organisational & interpersonal skills.	No	<i>Although showed good organization skills of diary management/ planning meetings, interpersonal skills required to do these was not evident or demonstrated.</i>
Appointable or not & rank order (1 = most appointable)	<i>Not appointable</i>	
Any other comments for feedback:		

Sample 2 Interview evaluation form

CANDIDATE EVALUATION

Position:

Name:

Date of Interview:

Interviewed by:

Please assist in evaluating this candidate for the above position. When you have completed your interview, return this form to _____ (_____@virginia.edu).

When responding to the following questions consider:

(Rank from **1 – 5**, with **1 being the lowest** and **5 being the highest**)

Characteristics	1	2	3	4	5
Reason for applying for this position					
Depth and breadth of previous similar experience					
Highly effective interpersonal/communication skills					
Ability to work independently and as part of a team					
Quality of questions and answers					

What do you perceive this candidate's strengths and strongest skills to be in regard to this position?

What do you perceive this candidate's weaknesses to be in regard to this position?

How would this candidate interact with the department and different constituency groups around the Company?

What is the one characteristic that the search committee should consider about this candidate?

My overall assessment of this candidate's ability in this position is:

1
2
3
4
5
Unsuccessful
Average
Highly Successful

Sample 3 : Interview evaluation form

INTERVIEW EVALUATION FORM

Name of Candidate: _____ Completed by : _____

Position Title: _____ Interviewer (s): _____

Department: _____ Date of interview: _____

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	VS	NA
Experience (as it relates to the position)					
Education/Training (relevant to position)					
Communication Skills (written and verbal)					
Interest in and knowledge of the position and NKU					
Presentation (promptness, neatness of resume/application, appearance)					
Problem Solving Skills					
Computer Skills (consistent with those required to perform the duties of the position)					
Job Stability					
Other Job Related Criteria (specify)					
Other Job Related Criteria (specify)					



Please circle your responses to the following questions:

1. The applicant has the knowledge, skills, and abilities to perform the duties of this position:
 Strongly Agree Agree Disagree Could not determine

2. The applicant views this position with excitement and enthusiasm:
 Strongly Agree Agree Disagree Could not determine

3. The applicant has the appropriate level of experience necessary for this position:
 Strongly Agree Agree Disagree Could not determine

4. The applicant displayed the ability to participate effectively in a team environment and motivate and lead the staff (if applicable):
 Strongly Agree Agree Disagree Could not determine

5. The applicant displayed ability to communicate well with all constituents.
 Strongly Agree Agree Disagree Could not determine

6. The applicant should be included in the final list of recommended applicants:
 Strongly Agree Agree Disagree Could not determine

Candidate's Strengths:

Candidates Weaknesses:

Please provide any additional comments you have about this candidate:



Sample 4 : Interview Evaluation Report



Interview Evaluation Report

Classification: _____

Candidate Name: _____

Interviewer Name(s): _____

Date: _____

Recommendation:

- Hire Now
- Consider for Future Opening
- Do Not Hire

Competencies

Instructions: Check the rating next to the numeric score that best represents the candidate's proficiency level in each competency area based on the applicant's responses. Write appropriate comments below. Tally the numeric scores in the right-hand column.

Competency	No Evidence of Proficiency	Marginally Proficient	Proficient	Exceeds	Greatly Exceeds	Numeric Score
Adaptability	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Building Trust	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Collaboration	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Communication	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Continuous Learning	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Cultural Competence	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Decision Making/ Problem Solving	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Stress Tolerance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Total Score						
Comments:						

Functional/Technical Skills

Instructions: In the space provided, indicate the candidate's score for each category, using only the highest score for that category. (For example, if a candidate has both a BSW and MSW, the Education Score would be four points, not seven.)

Functional/Technical Skill	Score
As evidenced from answers to interview questions. (Use the 5-point scale above.)	
Education (MSW = 4 BSW = 3 Masters in Human Services Area = 3 Bachelors = 2)	
Experience Public/Private Agency Child Welfare Case Manager = 4 Other Professional Child Welfare = 3 Paraprofessional Child Welfare = 2 Child Welfare Field Placement or Intern = 2 Child Welfare Volunteer Work = 1	
License (Any state license/professional certification = 2)	
Total Score:	
Comments:	

Possible Disqualifiers

Appearance: (Sloppy, Disheveled, Poor Grooming, Inappropriate Dress)

Poise: (Very awkward, No social skills)

Interpersonal Skills: (Hostile, Defensive, Resistant, Evasive, Argumentative, Cold, Snobbish, "Chip on Shoulder, Lacks enthusiasm)

Commitment: (Shows little interest in position, only interested in "a job")

Writing Ability (Disorganized, Poor Grammar, Poor Sentence Structure)

Summary: Applicant Interview Scores

Applicant	Competency Score	E & E Score	Total Score	Notes
A	33	4	37	Second Choice: Little experience, but great potential
B	32	12	44	First Choice: High scores in both areas.
C	31	4	35	May have been third choice if there was a mix of experience levels on staff
D	29	7	36	May have been third choice. Requires detailed check of interview notes
E	27	10	37	May have been third choice if all other staff had little experience
F	24	7	31	Probably wouldn't hire because of marginal competency scores
G	23	14	37	Lots of experience, but poor competency scores – wouldn't hire
H	22	4	26	Wouldn't hire

- Applicants A and B both have high competency scores, but B scored much higher on Experience and Education. Applicant B is offered and accepts the job.
- The second position is offered to Applicant A who has little experience, but based on the competency scores has the potential to be a great employee after getting some training and experience.
- Had applicant B turned down the job offer, Applicant C would have been offered the job if there had been a good mix of experience levels on the staff. Applicant C has little, if any experience, but has good competency scores. Had all of the other staff been new, the agency might consider offering the job to D or E. (The agency may not want to offer both jobs to inexperienced applicants when employees currently on the staff are also inexperienced.) Although E's competency scores are somewhat marginal, E has more experience. This would be a difficult decision for the agency, because the short-term benefit of hiring E might be short sighted. A year from now, C has the potential of being a better employee. The agency may want to go back and take a closer look at the scores – by competency – for applicants C, D and E before making the final decision.
- Applicant G had the highest E&E scores and the second highest total score (the misleading result of mixing apples and oranges) of all the applicants. Under a more traditional hiring approach, G may have been the first choice. However, under the competency-based, behavioral interviewing model, the agency would not consider G for hiring because of the low competency score.

PART EIGHT : NOTIFYING A RESULT

Unsolicited application

Dear ,

We would like to take this opportunity to thank you for your application for employment with ABC Limited. We regret to inform you that we have no vacant positions suitable to your qualifications and experience at the moment. However, your application will be retained on file, should a suitable opportunity arise within the near future.

Yours sincerely,

Unsolicited application For advertised position

Dear Joseph,

We would like to take this opportunity to thank you for your application for employment with ABC Limited. We regret to inform you that we have filled all the positions advertised recently in the local newspaper and have no further vacancies suitable to your qualifications and experience at the moment. However, your application will be retained on file, should a suitable opportunity arise within the near future.

Yours sincerely,

After unsuccessful interview

Dear ,

We would like to take this opportunity to thank you for your recent attendance for interview as part of our selection process for the position of Sales Assistant with ABC Limited. We regret to inform you that you have been unsuccessful on this occasion. Your details will be retained on file with a view to consideration, should any suitable vacancies arise within the near future. On behalf of the company I would like to wish you every success in your future career.

Yours sincerely,

Second interview

Dear ,

We would like to take this opportunity to thank you for attending our plant twice as part of our selection process for the position of Sales Representative with ABC Limited. We regret to inform you that you have been unsuccessful on this occasion. As I mentioned to you by phone, we were impressed by your knowledge and experience, which is why you were asked back for a second interview, however we have selected another candidate whose background and experience at this moment in time, we feel, is more suitable for this position. Your details will be retained on file with a view to consideration, should any suitable vacancies arise within the near future. On behalf of the company I would like to wish you every success in your future career.

Sincerely Yours,