**CANDIDATE CORRESPONDENCE TEMPLATES**

**INVITE TO INTERVIEW - TEMPLATE**

**Private & Confidential**

[Insert Date]

[Insert Name]

[Insert Address]

**Re: [Insert Recruitment Campaign Name]**

**Candidate ID: [Insert Candidate ID]**

Dear [Insert Name]

Further to your application for the above campaign, I am delighted to inform you that an interview has been arranged for you at [insert location] **(directions attached)** on [Insert day and time].

**\*Recruiter Guidance\*: Please provide the Candidate with full information about their arrival on the day. For example, the Candidate should report to reception where the HR Representative / Chairperson will meet them and accompanying them to the interview room.**

You will be met by [insert the arrival details and/or instructions]

Please e-mail: [insert email address] or telephone [insert telephone number] by [Insert day and time]to let us know if you WILL/WILL NOT attend. If you do not confirm attendance by this date, your interview slot will be cancelled.

**N.B. When responding please quote your candidate reference as shown on the reference line of this letter.**

**\*Recruiter Guidance\*: Please provide the Candidate with full information about the interview and what to expect on the day.**

**Details about the interview:**

The interview will last approximately [inset expected interview duration].

The content of the interview will be based on the requirements of the post as outlined in the Job Specification. In preparing for the interview, it would be useful for you to compare your individual experience and knowledge to the eligibility criteria and competencies/skills as outlined in the Job Specification. During the interview, the interview board will assess how you demonstrate the experience necessary for the role.

This is a competency-based interview. You will be questioned on the following competency areas:

* [insert competency area]
* [insert competency area]
* [insert competency area]

In addition to the above, the following competency areas will be globally assessed:

* [Insert the competencies that will be globally assessed i.e. Communication & Interpersonal Skills]

Please refer to the Skills, Competencies and/or Knowledge Section in the job specification for further details.

Please access our [Candidate Support Materials](https://careerhub.hse.ie/candidate-support-information/) on the HSE Career Hub. These are available to help you throughout the different stages of the recruitment process including support for interviews.

The Code of Practice governing recruitment practice for this competition is available at [www.cpsa.ie](http://www.cpsa.ie).

You will be required to produce the following documentation prior to conducting your interview.

**Form of photographic identification** i.e. Driver’s License, passport or student I.D. The Chairperson of the Interview Board will validate your identification and return it to you.

Candidates who do not bring the required documentation will not be admitted to interview.

**\*Recruiter Guidance\*: If the interview will be conducted via video i.e. Teams / Webex / Skype etc. then insert these details including any recommended location(s) and required internet speeds.**

[Insert video/virtual interview details]

The Health Service Executive will not be responsible for your expenses in attending for interview.

**Interview Board**

The Interview Board members for this campaign are as follows:

The Chairperson for this Interview is [Insert Chairperson Name and Job Title]

[Insert board member Name and Job Title]

[Insert board member Name and Job Title]

If you are concerned about a potential conflict of interest with any of the above named board members, please notify [insert contact name] by [insert date and time] and provide details of why you believe there may be a conflict of interest.

Please note that the above list of Board Members is subject to change at very short notice. Efforts will be made to inform candidates however, interviews will proceed even if candidates have not been informed of last minute changes. Should a board member/s be different on the day of your interview, please notify [insert contact name] immediately following your interview if you are concerned about a potential conflict of interest.

**Interview Reasonable Accommodations for Candidates with a Disability**

If you need any reasonable accommodations for accessing or participating in the interview, please let us know in your confirmation to attend response so we can make the necessary arrangements to facilitate you on the day. Reasonable accommodation means making practical changes to give candidates with a disability an equal chance. Some examples of adjustments that we can offer are assistive technology, extra time, or other accommodations.

I wish you the best of luck at your interview.

Yours Faithfully,

[Insert Name & Job title]

**INTERVIEW SUCCESS LETTER *INCLUDING PANEL DETAILS* – TEMPLATE**

**Private & Confidential**

[Insert Date]

[Insert Name]

[Insert Address]

**Re: [Insert Recruitment Campaign Name]**

**Candidate ID: [Insert Candidate ID]**

Dear [Insert Name]

Thank you for attending interview for the above recruitment campaign.

I am very pleased to inform you that the Interview Board have recommended you and awarded you a place on the panel of Number [insert number]**.**

A panel is a list of candidates successful at interview placed in order of merit. Vacancies are offered to the panel in order of merit. You will be contacted over the lifetime of the panel as vacancies arise.

If there is an existing panel in place, this may take precedence over the panel created following this campaign.

Please note that appeal outcomes, or the accommodation of special circumstances of other selection process participants, are not included in the formulation of order of merit at this stage. Therefore, your order of merit is subject to change.

Please find enclosed your Interview Marking Sheet, indicating your scores under the various skill / competency areas.

**Contact Details**

Any contact in relation to vacancies will be sent to you by text and email. We have recorded your contact details as follows from your original Application Form:

[Insert Candidate’s mobile telephone number and email address]

**It is very important to note that if the information provided above is incorrect, has changed since you completed your application form, or changes in the future, it is your responsibility to inform [insert contact details]**. This means that if you have chosen to use your work mobile and email addresses you may receive communications that have a time deadline requirement while working away or on leave.

I would like to take this opportunity to thank you for attending the interview and to congratulate you.

If you have any further queries or require assistance with any other matter, please do not hesitate to contact me at the numbers listed above.

Appointments in the HSE are under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The informal and formal procedures for Appeals, Section 7 or Section 8 are outlined in the Applicant Information Pack provided at the time of advertising. The information on the recruitment codes of practice is available on [www.cpsa.ie](http://www.cpsa.ie)

Yours Faithfully,

[Insert Name & Job title]

**REGISTRATION / RECOGNITION OF QUALIFICATION - TEMPLATE WORDING**

**[Insert or delete as appropriate: Registration/Recognition of qualification]**

Please note we have recorded your registration / recognition of qualification status as: [insert current status].

If your status is:

* **Active** - there is no requirement for you to take any action
* **Dormant – Awaiting [**Insert or delete as appropriate: **Registration/Recognition of qualification]** on receipt of your [insert or delete: registration/recognition of qualification], it is your responsibility to contact this office in writing at [insert name and email address] to change your status to [Insert or delete: Registration/Recognition of qualification Received].

**\*Recruiter Guidance\*:** Amend the following line as appropriate to campaign rules:

Candidates successful at interview will remain dormant on the panels and receive no job offers until they obtain their [insert or delete: registration/recognition of qualification]. Therefore, if you are interested in pursuing a career as a [insert job title] with the HSE, we strongly recommend that you commence the [insert or delete: registration/ recognition of qualification] procedure(s) now.

[Insert or delete **Registration/Recognition of qualification] is the responsibility of the applicant.**

Please note [insert or delete registration/recognition of qualification] can take a period of time. For all information regarding the process and/or completed applications please access: [insert email address].

**INTERVIEW REGRET LETTER - TEMPLATE**

[Insert Date]

[Insert Name]

[Insert Address]

**Re: [Insert Recruitment Campaign Name]**

**Candidate ID: [Insert Candidate ID]**

Dear [Insert Name]

Thank you for attending interview for the above recruitment campaign.

I regret to inform you that you have not been recommended for this post by the Interview Board.

The criterion for being placed on the recruitment panel was that each candidate had to [insert minimum required score i.e. 40+] in each assessment area.

The interview board assessed your experience provided at interview and unfortunately, you did not achieve a [insert minimum required score i.e. 40+] in each competency/skill area. I have attached your Interview Marking Sheet for your information which gives a breakdown of your scores.

I realise that this result will be a personal disappointment to you. The Interview Board appreciated the time and effort you put into preparing and attending for interview and wish you every success in the future.

Signing up to the [HSE’s Career Hub](https://careerhub.hse.ie/) will keep you informed about new HSE job opportunities tailored to your preferences. You can find the latest opportunities on the [HSE Jobs](https://www.hse.ie/eng/staff/jobs/) page.

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Yours faithfully,

[Insert Name & Job title]