

Purpose

This guide provides examples of applicant notice templates developed by State Civil Service (SCS) and guidance on when each notice may be used. It may be used in conjunction with the [Applicant Status/Notification Policy Standards](#) and [Recruitment Closeout Checklist](#).

Using the Notice Templates

The notice templates in this guide provide examples of applicant communications that may be used to communicate an applicant's status or the outcome of a recruitment.

If an agency chooses to send an applicant notice:

- Use the applicable SCS statewide template, when available.
- The standard template language should not be modified.
- Agency-specific templates may be created if they comply with the Applicant Notification Policy.
- Notices should be clear, neutral, and easy to understand and should not include confidential selection information.

Statewide Notice Templates

SCS statewide templates are developed and maintained by the Talent Acquisition & Workforce Development (TAWD) Division. Statewide templates are identified using the following:

TAWD-STATEWIDE-[Template Name]

Example: TAWD-STATEWIDE-Position Filled

Selection Guide

Use this guide to determine the appropriate applicant notice.

If....	Then send....	Applicant Status
The position was filled	Position Filled Notice	Position Filled
No applicant was selected	No Selection Made Notice	Recruitment Closed
Recruitment was cancelled	Recruitment Canceled Notice	Recruitment Canceled
The eligible list remains active and additional appointments may be made before expiration.	Not Selected at This Time Notice	Eligible for Consideration
The applicant interviewed but wasn't selected	Interviewed – Not Selected Notice	Position Filled or Recruitment Closed
Hiring is still in progress after interviews	Interviewed – Selection Process Pending Notice	Eligible for Consideration

Notice Templates

Template: TAWD-STATEWIDE-Position Filled

Use this notice when: *The agency has completed hiring for the vacancy and another applicant has been selected.*

Send to: *Eligible applicants who were not selected.*

Applicant Status Message: *Position Filled*

Subject Line: *Recruitment Status Update: [Job Title]*

Template:

Dear [Applicant name]:

Thank you for your interest in the [Job Title] vacancy with [Department Name].

This position has been filled and another candidate was selected.

We appreciate the time you invested in the application process and your interest in employment with [Department Name]. We encourage you to apply for future opportunities.

Template: TAWD-STATEWIDE-Recruitment Closed-No Selection Made

Use this notice when: *The agency has ended recruitment without making a selection, either because no selection was made or the eligible list expired.*

Send to: *All eligible applicants.*

Applicant Status Message: *Recruitment Closed*

Subject Line: *Recruitment Status Update: [Job Title]*

Template:

Dear [Applicant name]:

Thank you for your interest in the [Job Title] vacancy with [Department Name].

This recruitment process has concluded, and no candidate was selected for the position.

We appreciate your interest in employment with [Department Name] and encourage you to apply for future opportunities.

Template: TAWD-STATEWIDE-Not Selected at this Time

Use this notice when: *The eligible list remains active, and the applicant was not selected for the current vacancy but may still be considered before the list expires.*

Send to: *All eligible applicants.*

Applicant Status Message: *Eligible for Consideration*

Subject Line: *Application Status Update: [Job Title] [Job posting number]*

Template:

Dear [Applicant Name]:

Thank you for your interest in the [Job Title] position with [Department Name] advertised on job posting number [Job posting number]

After careful consideration, you were not selected for this vacancy, and hiring for this position has been completed. However, your application will remain on the eligible list and you may be considered for any additional vacancies that arise before that date.

We appreciate your interest in employment with [Department Name] and encourage you to apply for future opportunities.

Template: TAWD-STATEWIDE-Recruitment Canceled

Use this notice when: *The agency has canceled a job announcement or recruitment for a standard posting. May also be used when a requisition is canceled for a continuous posting.*

Send to: *All eligible applicants. If the job posting was canceled while active, send to all applicants who applied.*

Applicant Status Message: *Recruitment Canceled*

Subject Line: *Application Status Update: [Job Title] [Job Posting Number]*

Template:

Dear [Applicant name]:

Thank you for your interest in the [Job Title] vacancy with [Department Name].

This recruitment has been canceled, and the agency will not make a selection from this recruitment.

If the vacancy is reannounced, you may apply to the new posting if you are still interested. We appreciate your interest in employment with [Department Name] and encourage you to apply for future opportunities.

Template: TAWD-STATEWIDE-Interviewed-Not Selected

Use this notice when: *The agency wants to acknowledge the time, effort, and commitment candidates have invested in the interview process.*

Send to: *Candidates who have participated in an interview and are not selected for hire.*

Applicant Status Message: *Position Filled/Recruitment Closed*

Subject Line: *Interview Status Update: [Job Title] [Job posting number]*

Template:

Dear [Applicant name]:

Thank you for taking the time to interview for the [Job Title] vacancy with [Department Name].

After further consideration, you were not selected for this vacancy. We appreciate your interest in employment with [Department Name] and the time you invested in the interview process.

We encourage you to apply for future opportunities.

Template: TAWD-STATEWIDE-Interviewed-Selection Process Pending

Use this notice when: *The applicant has been interviewed, and the agency wants to acknowledge their time and continued interest while they remain under consideration pending completion of post-interview activities (e.g., background checks, reference checks, or approvals).*

Send to: *Candidates who have been interviewed, and the selection process is ongoing with no final hiring decision made.*

Applicant Status Message: *Eligible for Consideration*

Subject Line: *Interview Status Update: [Job Title] [Job posting number]*

Template:

Dear [Applicant Name]:

Thank you for your continued interest in the [Job Title] vacancy with [Department Name].

The selection process for this vacancy is still pending, and no final decision has been made at this time. You remain under consideration while the agency completes required steps in the hiring process.

This notice does not guarantee selection or appointment. Once the agency has completed the selection process, you will receive an additional status update.

We appreciate your patience and your interest in employment with [Department Name].

Other Recruitment Notices

These notices may be used when the recruitment process ends due to an applicant's actions or when additional communication may be helpful.

Includes:

- Applicant Withdrew from Consideration
- Applicant Declined Interview or Job Offer
- Applicant Did Not Respond
- Applicant No Show for Interview

Recommended Action:

- Apply the appropriate applicant disposition in Louisiana Jobs.
- Maintain documentation reflecting the applicant's final status.