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This is Eastern Michigan University's Career Corner posted by the career coaches of the University Advising and Career Development Center. And welcome to Season 4, Career FAQ.

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Welcome back to the Career Corner Podcast. This is Career Coach Logann Dolan, and I'm back with another career FAQ. We've had a really amazing season so far addressing some of the most common questions that students ask the career team on a consistent basis. Continuing on with this theme, today we're going to talk about an unfortunate part of the job search process. And that is how to respond to a job rejection.

Now, I think I can speak for the majority of the career team when I say this. We have all been rejected from a job at least once in our lives. It's normal, and unfortunately, happens all the time. Seeing that dreadful email pop up in your inbox stating that the hiring committee decided to move on with another candidate can be absolutely devastating, especially when it's for job you really want. Or maybe you've experienced a situation where you submitted your application, you did an initial intake, first round interview, and then the employer completely ghosted you. It happens a lot more than you think. In unfortunate situations like these it's important to note that employers aren't actually legally required to notify candidates. So today I'm going to give you a few tips on how to respond should you get that dreaded rejection notification.

Before I get into what to do when you're rejected from a job, I think it's good to chat quickly about what not to do. The worst possible thing you can do is take it to heart and rain on your negative emotions. For example, leaving a negative review online or talking poorly about the company and your experience publicly on Twitter. Although it is really disappointing, there's always a reason for everything. Radiating that negative energy or sending a negative response does not help your professional brand, and definitely does not leave a good impression. And I think it goes without saying that good impressions are important. Impressions make a huge impact. And even though first impressions are important, a lasting impression is even more important in cases like these.

So let's transition into what to do when getting a job rejection notice. While you could say nothing at all and move on, there is actually a better alternative. And that is to consider taking the time to formulate and send a follow-up email. Within this email you want to express your gratitude for their time and the opportunity, maybe mildly state your disappointment, and ask for consideration for future positions.

Believe it or not, many applicants who've been rejected for a job often end up filling another position within the same company later on. In most cases, companies are only looking to hire for one position, and then they end up having second and third place candidates. The hiring manager will often vouch for these second and third place candidate, and will try to network on their behalf and find positions within the company that they might be a good fit for, which is great news, right? But they won't do this if you don't respond and leave that lasting impression with a follow-up email.

So when formulating your email, first and foremost, I always recommend the subject line to have your name, and then the name of the position you originally applied for. That way it goes along with your paper trail that you had. Then you should always address your email or letter to a specific person. In this case, maybe the hiring manager, for example.

For the body of the message, it could sound something like this, "Thank you very much for your consideration for the entry level position at XYZ company. I sincerely appreciate the time you and the committee spent with me discussing the job and how I might be a good fit for the position. While I am disappointed that my experience wasn't a good fit for this position, I am so very interested in working for XYZ company. I would appreciate your consideration for any future opportunities should they arise. Thank you again for your time and consideration."

So something like this leaves an excellent, positive, lasting impression for the hiring manager or committee. Because you sent this follow-up email, they will remember you, and you're more likely to get the next open position or even be a candidate for another position should they pop up. Job rejections don't have to be a negative experience. Instead, harness all that negative energy you might feel and utilize some growth mindset strategies and focus on strengthening your application and interview skills to knock it out of the park next time.

Should you need any assistance with interviewing skills or maybe working on strengthening your application materials, you can always chat with a staff member by making an appointment on Handshake. So as always, Eagles, stay safe, stay healthy, and we'll see you on the next episode.

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