

4 Email Template to Notify Candidate They're in the Waiting Pool

General Waiting Pool Notification

Subject: Update on Your Application Status

Dear [Candidate's Name],

Thank you for taking the time to interview with us for the [Job Title] position. We appreciate your interest in joining our team at [Company Name].

We wanted to let you know that your application has been placed in our waiting pool. This means that while we are currently reviewing other candidates, we were impressed with your skills and experience and may consider you for future opportunities.

We will keep your application on file and reach out if a suitable position becomes available. In the meantime, please feel free to contact us if you have any questions.

Thank you once again for your interest in [Company Name]. We wish you all the best in your job search.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Waiting Pool with Specific Feedback and Encouragement

Subject: Update on Your Application Status

Hi [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We appreciate the time and effort you put into your application and interview process.

We were impressed by your skills in [mention specific skills or experiences]. Your ability to [mention a positive trait or accomplishment] stood out to us. However, after careful consideration, we have decided to place your application in our waiting pool at this time.

We believe that with a bit more experience in [mention area for improvement], you could be an excellent fit for our team in the future. We encourage you to keep an eye on our career page and apply for any positions that align with your skills and interests.

Thank you once again for considering [Company Name] as your next career step. We hope to stay in touch and wish you all the best in your job search.

Warm regards,

[Your Name] [Your Job Title] [Company Name] [Contact Information]

Waiting Pool - Role Specific Template

Subject: Update on Your Application for [Role Name] at [Company Name]

Dear [Candidate Name],

Thank you again for taking the time to interview for the [Role Name] position at [Company Name]. We truly appreciate you sharing your experience and skills with us.

The team was very impressed with your qualifications and background, particularly in [mention 1-2 specific skills or experiences that stood out]. We believe you could be a great fit for [Company Name].

Currently, we are in the process of carefully evaluating a number of strong candidates for this specific role. As a result, we've decided to place your application in our waiting pool.

What does this mean? It means we are not moving forward with your application *right now*, but we are keeping you in mind for this role or potentially other suitable opportunities that may arise in the near future. We will reach out if a position opens up that aligns with your skills and experience.

In the meantime, you can stay updated on new openings at [Company Name] by following us on [LinkedIn/Twitter/Company Careers Page].

Thank you once more for your interest in [Company Name]. We wish you the best in your job search.

Sincerely,

The [Company Name] Team

Waiting Pool - Request for Updated Information

Subject: Checking In: Your Application with [Company Name]

Hi [Candidate Name],

Hope you're doing well!

We're reaching out from [Company Name] regarding your application for the [Job Title] role. You're currently in our waiting pool, which means we were really impressed with your skills and experience, but the role was filled by another candidate whose profile was a closer match to the role requirements.

We're always on the lookout for talented individuals and wanted to check in and see if you're still interested in opportunities at [Company Name].

To ensure we have the most up-to-date information, could you please take a moment to:

- Update your resume (if applicable) and send it to [Your Email Address or Link to Update Profile]
- Let us know if your career goals or interests have changed
- Confirm your contact information is still accurate

This will help us identify suitable opportunities for you as they arise. If you're no longer interested, no worries! Just let us know, and we'll remove you from the pool.

Thanks so much for your time and continued interest in [Company Name]! We appreciate you.

Best regards,