

**University of Exeter Managed Internship Schemes**

**Guidance on Informing Candidates of Interview Outcome**

**Making an offer to a candidate following an interview**

* Introduce yourself and say you met at their interview on
* ‘I am pleased to say you did really well at interview and we would like to offer you the job’
* ‘I am delighted you would like to accept our job offer. I now need to ask you a few more questions:
  + Can you start on xxx
  + What is your date of birth
  + Are you residing in the UK for the duration of the internship
  + Do you have a British bank account
  + Will you need to relocate and if so will that impact on your start date
  + If applicable: You have declared a disability what adaptations will you need to undertake your role.’
* I will now inform the Internships team of your appointment. They will be in touch shortly with to advise you on your next steps.

**Rejecting a candidate following an interview**

* Introduce yourself and say you met at their interview on
* “Thank you so much again for attending the interview. Unfortunately you weren’t successful on this occasion. I would like to offer you some feedback on your interview, if you would like to hear that now? ….
* We really liked your answers to xxxx
* You could have picked up more points in the answers to the xx questions by providing xxxx
* Finally we really liked your enthusiasm (and we think you were appointable but just pipped to the post on this occasion) and I am sure it won’t be long until you secure a job. Please continue to apply for more internships.”