



Mineral



Question of the Week

JANUARY 04, 2023

QUESTION

We recently had an open position that two employees were interested in. We've made our selection and our chosen employee accepted the role. How do we tell the other employee they were not selected?

ANSWER

We recommend having a face-to-face conversation with the employee who wasn't selected to let them know that someone else was selected for the role. If you elaborate on your decision not to select this employee for the position, keep the feedback honest and factual. For example, you could let them know that you went with the candidate whose skills more closely match what you were looking for, specifying what those skills are so that the candidate knows what to work on in the future. Factual, job-related feedback like this helps set up the candidate for future success and encourages them to accept, rather than dispute, the decision. Overall, it creates a better experience for everyone.

Assuming you want to keep this employee, you may want to prepare to have a short conversation about their career trajectory, what they could apply for in the future, or how they can grow their skills. They will be understandably frustrated. The feedback will help to foster a more positive and productive conversation about their next career step with the organization.

This Q&A does not constitute legal advice and does not address state or local law.