

**Date:** [Insert Date]

**To:** [Hiring Manager Name / Selection Committee]

**From:** [Your Name/HR Department]

**Subject:** Shortlist Rejection Analysis - [Job Title] - [Requisition ID]

Dear [Manager Name],

Following the completion of the initial screening and interview phase for the **[Job Title]** position, this report outlines the analysis of candidates who reached the shortlist stage but were not selected for final offer or advancement.

## 1. Selection Criteria Overview

Candidates were evaluated based on the following core competencies:

- [Criterion 1: e.g., Technical Proficiency in Python]
- [Criterion 2: e.g., Project Management Experience]
- [Criterion 3: e.g., Cultural Alignment]

## 2. Analysis of Rejected Shortlisted Candidates

Candidate Name	Final Stage Reached	Primary Reason for Rejection	Gap Analysis / Feedback
[Candidate A]	[e.g., Panel Interview]	[e.g., Lack of Seniority]	Demonstrated strong technical skills but lacked the required 5 years of leadership experience for this specific grade.
[Candidate B]	[e.g., Technical Assessment]	[e.g., Skill Mismatch]	Scored below the threshold in the specialized assessment regarding [Specific Tool/Software].

## 3. Market Observations & Trends

[Insert observations, e.g., Salary expectations in the current market were 15% higher than budgeted, or candidates lacked a specific emerging certification.]

## 4. Recommendations for Future Recruitment

- [Recommendation 1: e.g., Adjust job description to emphasize X skill.]
- [Recommendation 2: e.g., Expand sourcing to include X industry.]

Please let me know if you require a deeper breakdown of any specific candidate file.

Best regards,

[Your Signature]

[Your Title]