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OBJECTIVE:目的:

- To allow applicants the opportunity to learn more about the result after applying for a vacancy.
让申请人有机会更多地了解申请空缺后的结果。
- To develop the hotel as the best employer and to encourage promotion from within.
开发最佳雇主式酒店，并鼓励内部晋升。

APPLICATION:应用:

All Non-employee applicants who were tested during the hiring process are informed of the results. This will encourage high-potential applicants to continue to consider Bavaria Hotels International as their best employer. 在雇用过程中考查为非雇员的所有申请人，都将知悉结果。这将鼓励高潜质申请人继续考虑巴伐利亚国际酒店为他们的最佳雇主。

Notification to unsuccessful employee applicants may be made by e-mail, or if necessary by letter, preferably preceded by verbal communication. The “regret” notification advises them of the results of the staffing action.

落选的员工申请人可通过电子邮件或者信件（如有必要的话）通知，最好先口头传达。“致歉”通知书会将聘用结果告知他们。

HR manager can use the bcc option of MS outlook to send regret notifications to employee applicants. Copy himself/herself, and when receiving the e-mail, create a BF for 5 days to track the feedback and review period.


人力资源部经理可以使用MSOutlook的BCC的选项向员工申请人发送致歉通知书。员工申请人收到电子邮件时，会创建一个BF，连续5天跟踪反馈和复审期。

STATEMENT OF POLICY政策声明

1. Interviewed Candidates: In the closing segment of an interview process, inform the candidate that confirmation of the outcome of the interview will be by phone or mail. Once the offer of employment has been made and accepted, a regret letter can be sent to the unsuccessful interviewed candidates
接受面试的候选人：在面试过程的结束部分，将通过电话或邮件把面试确认结果通知候选人。一旦发出聘用意向书且已被接受，就可以向落选的面谈候选人发送致歉信。
2. Applicants not interviewed: As a courtesy to internal applicants, employees at Bavaria should receive a regret letter as recognition of their initiative to seek alternative career opportunities.
未接受面试的申请人：出于对内部申请人的礼貌，巴伐利亚酒店的员工应收到一封致歉信，以表扬他们主动寻求其他职业机会的精神。

A letter should be sent to all non-employees candidates that are no longer under consideration. The Human Resources Manager may wish to consider some of the candidates on the short list further if the finalists do not work out or decline an offer.

致歉信应寄给所有不再考虑的非员工候选人。如果尚未产生最终人选或者拒绝聘用，人力资源部经理，不妨进一步考虑一下短名单上的部分候选人。

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Rather than eliminate those individuals completely, the Human Resources Manager could retain their names on a second group list and postpone sending out their regret letters. However, once the finalist is selected from the first list group and accepts the position, regret letters must be sent to those individuals in the second group.

人力资源部经理可以将这些人的姓名保留在第二组名单上（而不是完全将其淘汰），并推迟致歉信的寄出时间。然而，一旦从第一组名单中选定最终人选并接受该职位，则必须将致歉信寄给第二组的那些人。