

2 Email from Employer to a Recruitment Agency or External Recruiter Template

Candidate Feedback Email Template

Subject: Candidate Feedback - [Candidate Name] - [Job Title]

Hi [Recruiter Name],

Hope you're having a great week!

Thanks for sending over [Candidate Name]'s profile for the [Job Title] role. We appreciate you taking the time to find potential candidates for us.

To help you refine your search and ensure we're all on the same page, here's some feedback on [Candidate Name]:

- **Overall Impression:** [Positive/Neutral/Negative]
- **Strengths:** [List 2-3 key strengths observed. Be specific. E.g., Strong communication skills, good understanding of Python, relevant project experience.]
- **Areas for Improvement:** [List 1-2 areas where the candidate could improve. Be constructive. E.g., Could benefit from more experience with cloud platforms, needs to work on their data structures and algorithms.]
- **Technical Skills:** [Briefly comment on technical skills relevant to the role. E.g., Their coding skills were good, but they lacked experience with specific libraries we use.]
- **Cultural Fit:** [Comment on their potential cultural fit within the team. E.g., Seemed like a good team player, but we're looking for someone with a bit more initiative.]
- **Overall Fit for Role:** [Yes/No/Maybe] - and a brief reason why.

[Optional: If you interviewed the candidate, add a sentence or two about their interview performance. E.g., They interviewed well and presented themselves professionally.]

Based on this feedback, we [are/are not] moving forward with [Candidate Name] at this time.

Please don't hesitate to reach out if you have any questions or would like to discuss this feedback further. We value your partnership!

Best regards,

[Your Name] [Your Title] Adaface Team

Interview Scheduling Email Template

Subject: Interview Scheduling for [Candidate Name] - [Job Title] at [Company Name]

Hi [Recruiter Name],

Hope you're having a great week!

We're excited to move forward with interviewing [Candidate Name] for the [Job Title] position at [Company Name]. To keep things moving smoothly, please share [Candidate Name]'s availability for an interview during the following timeframes:

- [Date Range 1] between [Start Time] and [End Time] [Time Zone]
- [Date Range 2] between [Start Time] and [End Time] [Time Zone]

Ideally, we'd like to schedule the interview to be [Interview Duration] long. The interview will be conducted by [Interviewer Name(s)] and will focus on [Brief Interview Focus - e.g., technical skills, cultural fit].

Please also confirm the best contact number for [Candidate Name] in case we need to reach them on the day.

Once you provide the availability, we'll confirm a specific time slot. If none of the suggested times work, let's chat and find a mutually agreeable time.

Thanks a bunch for your help!

Best regards,