

4 Interview Panel Feedback Request Email Template

Initial Feedback Request Email

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

Hi [Panel Member Name],

Hope you're having a great day!

Now that [Candidate Name]'s interview for the [Job Title] role has wrapped up, I'd really appreciate it if you could share your feedback. Your insights are super important as we move forward in the hiring process.

Please submit your feedback by [Date/Time] so we can keep things moving smoothly.

To help guide your feedback, consider these points:

- Candidate's strengths
- Areas for improvement
- Overall fit for the role and team
- Any concerns or red flags

You can share your feedback directly in [ATS/Feedback Form Link] or reply to this email.

If you have any questions, please don't hesitate to ask.

Thanks so much!

Best, [Your Name] [Your Title] Adaface

Reminder Email for Pending Feedback

Subject: Friendly Reminder: Feedback Needed for [Candidate Name] - [Job Title]

Hi [Panelist Name],

Hope you're having a great week!

Just a friendly nudge regarding the feedback for [Candidate Name], who interviewed for the [Job Title] position on [Date of Interview]. Your input is really valuable as we move forward in the hiring process.

To recap, you can submit your feedback here: [Link to Feedback Form/System]

The deadline for submitting feedback is [Date].

If you've already submitted your feedback, please disregard this email. If you have any questions or need any assistance, please don't hesitate to reach out.

Thanks so much for your time and contribution!

Best regards,

[Your Name] [Your Title] Adaface

Feedback Request for Specific Skills

Subject: Request for Feedback on Specific Skills

Hi [Interviewer's Name],

I hope this message finds you well. We recently had [Candidate's Name] interview for the [Job Title] position, and your insights would be invaluable to us.

To help us make an informed decision, could you please provide feedback focusing on the following skills and competencies that are important for this role:

- [Skill/Competency 1]
- [Skill/Competency 2]
- [Skill/Competency 3]

Additionally, we would appreciate any observations you might have regarding the candidate's attention to detail and how they interacted during the interview.

Your feedback is important to us and will greatly assist in our selection process. Please feel free to share any additional thoughts you might have.

Thank you for your time and support.

Best regards,

[Your Name] [Your Position] [Your Company]

Anonymous Feedback Request Email

Subject: Request for Anonymous Feedback on Recent Interview Panel

Dear [Panelist's Name],

Thank you for participating in the recent interview panel. Your insights and expertise are greatly appreciated. To help us improve our interview process, we would like to gather your feedback.

Please take a moment to complete our anonymous feedback form. Your responses will be kept confidential and will only be used to enhance our interview practices.

- [Link to Feedback Form]

Your honest feedback is valuable to us, and we appreciate your time and effort in helping us improve.

Thank you again for your contribution.

Best regards,

[Your Name]

[Your Position]