

3 Hiring Manager Reminder Email for Pending Interview Feedback

Follow-Up Email for Delayed Interview Feedback

Subject: Gentle Reminder: Interview Feedback for [Candidate Name] - [Job Title]

Hi [Hiring Manager Name],

Hope you're having a productive week!

Just a friendly nudge regarding the interview feedback for [Candidate Name] who interviewed for the [Job Title] position on [Date of Interview]. The expected feedback deadline was [Original Deadline].

Your feedback is super important to keep the hiring process moving for this role. It helps us make informed decisions and keeps the candidate experience positive.

Could you please share your thoughts at your earliest convenience? If you need me to resend any materials (resume, interview notes, etc.), just let me know.

Thanks so much!

Best,

[Your Name] [Your Title] Adaface

Friendly Reminder Email for Interview Feedback

Subject: Gentle nudge: Interview feedback for [Candidate Name] - [Job Title]

Hi [Hiring Manager Name],

Hope you're having a productive week!

Just wanted to send a friendly reminder about providing your feedback on [Candidate Name]'s interview for the [Job Title] role, which took place on [Date of Interview]. Your insights are super helpful as we move forward in the hiring process.

Could you please share your thoughts by [Date]? You can access the candidate's profile and feedback form here: [Link to Candidate Profile/Feedback Form]

Let me know if you have any questions or need anything from my end. Happy to help!

Thanks so much!

Best,

[Your Name] [Your Title] Adaface

Formal Email Requesting Interview Feedback

Subject: Gentle Reminder: Interview Feedback for [Candidate Name] - [Job Title]

Dear [Hiring Manager Name],

I hope this email finds you well.

I'm following up on the interview feedback request for [Candidate Name], who interviewed for the [Job Title] position on [Date of Interview]. Your insights are very important in helping us move forward with the hiring process.

To recap, [Candidate Name]'s resume and interview details can be accessed here: [Link to Candidate Profile/Information].

Could you please share your feedback by [Date - e.g., End of Day, Tomorrow]? This will allow us to keep the candidate informed and maintain momentum in our selection process.

Please let me know if you have any questions or require additional information. I'm happy to schedule a brief call to discuss the candidate further if that would be helpful.

Thank you for your time and consideration. We really appreciate your partnership in finding the best talent for our team!

Best regards,