3 Hiring Update Email: Recruiter to Hiring Manager Email Template

New candidate update template

Subject: New Candidate Update - [Job Title]

Hi [Hiring Manager Name],

Hope you're having a great week!

I wanted to quickly update you on a new candidate for the [Job Title] role:

- **Candidate Name:** [Candidate Name]
- **Summary:** [1-2 sentence summary of the candidate's background and experience. Highlight what makes them a good fit.]
- **Key Skills/Experience:** [List 2-3 key skills or experiences relevant to the role]
- **Resume:** [Link to Candidate's Resume]

I think [Candidate Name]'s background aligns well with what we're looking for. Let me know if you'd like to schedule a call to discuss further or if you'd like me to move them forward in the process.

Best regards,

[Your Name] [Your Title]

Interview feedback summary template

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

Hi [Hiring Manager Name],

Here's a summary of the interview feedback for [Candidate Name] for the [Job Title] position. This includes insights from all interviewers to give you a well-rounded view.

Candidate: [Candidate Name] **Position:** [Job Title]

Overall Recommendation: [Strong Hire / Hire / Neutral / Weak Hire / No Hire]

Interview Feedback:

- **Interviewer:** [Interviewer Name]

  - **Role/Focus:** [Interviewer's Role and Interview Focus Area]
  - **Key Strengths:**
    - [Strength 1]
    - [Strength 2]
  - **Areas for Improvement:**
    - [Area 1]
    - [Area 2]
  - **Overall Impression:** [Positive/Neutral/Negative, with a brief explanation. E.g., "Positive - Candidate demonstrated strong technical skills and a good understanding of the role."]
  - **Recommendation:** [Hire/No Hire/Maybe]

- **Interviewer:** [Interviewer Name]

  - **Role/Focus:** [Interviewer's Role and Interview Focus Area]
  - **Key Strengths:**
    - [Strength 1]
    - [Strength 2]
  - **Areas for Improvement:**
    - [Area 1]
    - [Area 2]
  - **Overall Impression:** [Positive/Neutral/Negative, with a brief explanation. E.g., "Neutral - Candidate's communication skills were adequate, but lacked enthusiasm."]
  - **Recommendation:** [Hire/No Hire/Maybe]

[Repeat the above section for each interviewer]

Summary of Key Themes:

- [List 2-3 key themes that emerged from the feedback. E.g., Strong technical skills, communication concerns, good cultural fit.]

Next Steps:

- [Suggest next steps, e.g., Schedule a follow-up interview, move to offer stage, reject candidate.]

Please let me know if you have any questions or would like to discuss this further.

Thanks,

[Your Name] [Your Title] Adaface

Hiring decision request template

Subject: Hiring Decision Request - [Candidate Name] - [Job Title]

Hi [Hiring Manager Name],

Hope you're having a great week!

This email is to request your final hiring decision for [Candidate Name] for the [Job Title] role. Below is a summary to help you make your decision:

- **Candidate Name:** [Candidate Name]
- **Role:** [Job Title]
- **Interview Dates:** [List Dates]
- **Interviewers:** [List Interviewer Names]
- **Overall Feedback Summary:** [Summarize key feedback points from all interviewers. E.g., Strong technical skills, good cultural fit, needs improvement in X area.]
- **Adaface Assessment Score:** [Score] / [Total Score] - [Brief Interpretation, e.g., Above average, Met expectations]
- **Compensation Expectations:** [Candidate's Expected Salary/Rate]
- **Team's Compensation Recommendation:** [Recommended Salary/Rate]

Based on the above, please let me know your decision on how you'd like to proceed:

- **Hire:** Yes / No
- **If No, Reason:** [Briefly explain the reason]
- **Next Steps (if any):** [e.g., Extend offer, Reject candidate, Schedule a final round with X]

Please reply to this email with your decision by [Date]. This will help us keep the hiring process moving smoothly.

Thanks,