

3 Interview Availability Email Template

Initial Interview Scheduling Email

Subject: Interview Invitation for [Job Title] at [Company Name]

Hi [Candidate's Name],

I hope this message finds you well. I'm [Your Name], a recruiter at [Company Name]. We were impressed by your application for the [Job Title] position and would like to invite you for an initial interview.

About Us:

- [A brief sentence about the company, e.g., "We are a leading tech company focused on innovative solutions."]
- [A brief sentence about the role, e.g., "The [Job Title] role involves working with our dynamic team to develop new software solutions."]

Interview Details:

- **Format:** [e.g., Phone/Video/On-site]
- **Duration:** [e.g., 30 minutes]

Next Steps: Please let us know your availability for the interview by [specific date]. You can reply to this email with your preferred time slots, and we will do our best to accommodate.

Looking forward to the opportunity to speak with you.

Best regards,

[Your Full Name] [Your Job Title] [Company Name] [Contact Information]

Follow-up Email After No Response to Scheduling

Subject: Friendly Follow-up: Interview Scheduling

Hi [Candidate's Name],

I hope this message finds you well. I wanted to touch base regarding the interview scheduling email I sent on [Date of Initial Email]. We are really excited about the possibility of discussing your application further.

If you're still interested, could you let us know your availability for the interview? We are flexible with timings and happy to accommodate your schedule.

If you've already made other plans or if there's anything else you'd like to discuss, please feel free to let us know.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Email to Candidate with Interview Task/Assignment

Subject: Interview Task for [Job Title] at [Company Name]

Hi [Candidate Name],

Thanks again for your interest in the [Job Title] position at [Company Name]. We're excited to move forward in the interview process!

As part of the next step, we'd like you to complete a short task that will help us better understand your skills and experience in [relevant area].

Task: [Clearly describe the task/assignment. Be specific!]

Instructions:

- [Instruction 1: e.g., Please submit your work as a [file format].]
- [Instruction 2: e.g., Limit your response to [word count/time limit].]
- [Instruction 3: e.g., Focus on these key areas: [list key areas].]

Deadline: Please submit your completed task by [Date] at [Time] [Time Zone].

Resources:

- [Link to relevant documentation or resources, if applicable]
- [Example: You can use [Software/Tool] to complete this task. If you don't have access, a free trial is available here: [Link to Trial]]

We estimate this task will take you approximately [estimated time] to complete.

Please let us know if you have any questions or require any clarification. We're here to help!

We look forward to reviewing your submission.

Best regards,