

4 Email Template to Invite Candidates to Complete a Skills Assessment

Follow-Up Invitation for Skills Assessment

Subject: Reminder: Complete Your Skills Assessment

Hi [Candidate's Name],

I hope this message finds you well! We noticed that you haven't had the chance to complete your skills assessment yet. We understand that schedules can be busy, so we wanted to send a gentle reminder.

Completing this assessment is an important step in our recruitment process and helps us understand your strengths better.

Here's the link to the assessment: [Assessment Link]

Please let us know if you have any questions or if there's anything we can assist with. We're looking forward to seeing your skills in action!

Thank you and have a great day!

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Skills Assessment Invitation for Technical Roles

Subject: Skills Assessment Invitation - [Job Title] at [Company Name]

Hi [Candidate Name],

Thanks for your interest in the [Job Title] position at [Company Name]! We were impressed with your application.

As part of our evaluation process, we'd like you to complete a short skills assessment. This will help us understand your technical abilities relevant to the role.

The assessment will cover:

- [Skill 1, e.g., Python Programming]
- [Skill 2, e.g., Data Structures]
- [Skill 3, e.g., Algorithm Design]

You can access the assessment here: [Assessment Link]

The assessment should take approximately [Time Estimate, e.g., 60 minutes] to complete. Please complete it by [Date and Time].

If you have any questions or encounter any technical difficulties, please don't hesitate to reach out to us at [Your Email Address].

We're excited to see your skills in action!

Best regards,

[Your Name] [Your Title] [Company Name]

P.S. Need a quick break? Grab a coffee before starting the assessment. Good luck!

Invitation for Skills Assessment with Emphasis on Soft Skills

Subject: Invitation to Complete Your Skills Assessment

Hi [Candidate's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We're excited to move forward with your application.

To better understand your fit for this role, we'd like you to complete a skills assessment. This will help us get a sense of your soft skills, which are important for success in roles like this one.

Here are a few details about the assessment:

- **Format:** [Online/Offline]
- **Duration:** Approximately [Time] minutes
- **Deadline:** Please complete by [Date]

You can access the assessment using this link: [Assessment Link]

If you have any questions or need assistance, feel free to reach out to us at [Contact Information]. We're here to help!

Looking forward to seeing your skills in action.

Best regards,

[Your Name] [Your Position] [Company Name] [Contact Information]

Invitation to Complete Skills Assessment for Creative Roles

Subject: Invitation to Showcase Your Creative Skills

Hi [Candidate's Name],

Thank you for applying for the [Job Title] position at [Company Name]. We are excited to learn more about your creative talents!

To help us understand your skills better, we invite you to complete a skills assessment. This assessment will give you a chance to demonstrate your creative thinking and problem-solving abilities, which are key for this role.

Here's what you need to know:

- **Assessment Details:** The assessment will cover various scenarios relevant to the role.
- **Time Required:** It should take approximately [Duration] to complete.
- **Deadline:** Please submit your responses by [Date].
- **Access:** You can begin the assessment by clicking [Link].

We believe that this assessment is a great way for you to showcase your unique skills. If you have any questions or need assistance, feel free to reach out to us.

Looking forward to seeing your creative flair!

Best regards,

[Your Name]
[Your Position]