

# 4 Sending an Interview Assignment: Example Email Template

## Initial Assignment Email Template

Subject: Assignment for [Job Title] Role at [Company Name]

Hi [Candidate Name],

Thanks for taking the time to chat with us about the [Job Title] role! We enjoyed learning more about your experience.

As the next step in our hiring process, we'd like you to complete a short assignment. This will help us better understand your skills in a practical setting.

- **Assignment:** [Name of Assignment]
- **Description:** [Briefly describe the assignment - 1-2 sentences]
- **Deadline:** [Date and Time]
- **Submission Instructions:** [How the candidate should submit the assignment. E.g., 'Please submit your completed assignment by replying to this email.' or 'Please upload your assignment to [Link to upload portal].']
- **Estimated Time:** [Estimated time to complete the assignment]

We understand that your time is valuable, so we've designed this assignment to be focused and relevant to the role. Please don't hesitate to reach out if you have any questions.

We look forward to reviewing your submission!

Best regards,

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

## Reminder Email Template

Subject: Gentle Reminder: [Assignment Name] Submission Due Soon

Hi [Candidate Name],

Just a friendly reminder that the deadline for submitting the [Assignment Name] assignment is approaching on [Date] at [Time] [Time Zone].

We're excited to see your work! If you've already submitted it, please disregard this email. If you're facing any challenges or need an extension, please let us know as soon as possible so we can assist you.

Good luck with your submission!

Best regards,

The [Your Company Name] Team

## Extension Request Approval Email Template

Subject: Extension Approved for Your Interview Assignment

Hi [Candidate's Name],

Thank you for reaching out and letting us know about your situation. We understand that sometimes things don't go as planned, and we're happy to grant you an extension for your interview assignment.

Please find the updated deadline below:

- **New Submission Deadline:** [New Date and Time]

We hope this additional time helps you to complete the assignment comfortably. If you have any questions or need further assistance, feel free to reply to this email.

Looking forward to seeing your work!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

## Feedback Request Email Template (for Internal Reviewers)

Subject: Feedback Needed: [Candidate's Name] Interview Assignment

Hi [Reviewer's Name],

I hope this message finds you well. We have received the completed interview assignment from [Candidate's Name] for the [Job Title] position. To keep our hiring process moving smoothly, we need your valuable feedback.

Please take a moment to review the attached assignment and share your thoughts. Here are a few points to consider:

- How well did the candidate understand the task requirements?
- Were there any areas where the candidate excelled or could improve?
- Do you have any concerns about their approach or the final output?

Your insights are important to us and will help guide our next steps. If possible, please provide your feedback by [Deadline Date].

Thank you for your time and support.

Best regards,