

5 Sourcing Referred Candidates Email Template

Initial Referral Request Email

Subject: Know someone who'd be a great fit for [Company Name]?

Hi [Employee Name],

Hope you're having a great week!

We're currently looking to fill some exciting roles at [Company Name], and we immediately thought of you and your network. You always seem to know the best people!

Do you know anyone who might be a good fit for [Job Title]? You can check out the job description here: [Link to Job Description].

Our employee referral program offers [Referral Bonus/Incentive] for successful hires, so it's a win-win! Learn more about our referral program here: [Link to Employee Referral Program Page].

Even if they're not a perfect match for this specific role, we're always on the lookout for talented individuals. Feel free to share other relevant profiles with us.

To make it even easier, you can simply forward this email to anyone you think might be interested.

Thanks so much for your help!

Best regards,

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

Referral Follow-Up Email (to Employee)

Subject: Referral Received - [Candidate Name] - [Job Title]

Hi [Employee Name],

Thanks so much for referring [Candidate Name] for the [Job Title] position! We really appreciate you taking the time to think of Adaface and share your network with us. Employee referrals are a super helpful way for us to find great talent!

We've received [Candidate Name]'s application and our team is currently reviewing it. We'll keep you updated on their progress through the hiring process.

In the meantime, feel free to reach out if you have any questions.

Thanks again for your contribution!

Best regards,

The [Your Company Name] Team

Optional additions based on candidate status:

- If candidate is moved to interview stage:**

Great news! [Candidate Name] is moving forward to the interview stage. We'll be in touch soon to schedule their first interview.

- If candidate is rejected:**

We wanted to let you know that after careful consideration, we won't be moving forward with [Candidate Name]'s application at this time. The competition was strong, and while [he/she/they] have a lot to offer, their qualifications didn't quite align with the specific requirements of this role. We appreciate you thinking of us and hope you'll continue to refer great candidates in the future!

- If candidate is hired:**

Fantastic news! [Candidate Name] has accepted our offer and will be joining the team as a [Job Title]! Thank you so much for your referral; you played a big part in helping us find a wonderful new colleague. We may have a referral bonus coming your way - we'll be in touch with more details!

Referral Outreach Email (to Referred Candidate)

Subject: [Referrer Name] thought you'd be a great fit at [Company Name]

Hi [Candidate Name],

My name is [Your Name] and I'm a recruiter at [Company Name]. [Referrer Name] (thanks, [Referrer Name]!) suggested I reach out to you because of your experience in [Candidate's Field/Skill].

We're currently looking for a [Job Title] to join our team. Based on your background in [Relevant Skill/Experience], it seems like a role you might be interested in.

[Optional: Briefly mention 1-2 exciting things about the role or company. E.g., "This role offers the opportunity to work on [exciting project] and contribute to [company mission]." or "We're a company that really values [company value] and [another company value]."]

You can find more details about the [Job Title] position here: [Link to Job Description]

Would you be open to a quick chat to discuss this further? If not, no worries at all!

Thanks, and I look forward to hearing from you.

Best regards,

[Your Name] [Your Title] [Company Name] [Link to Company Website]

Referral Request for Specific Skills

Subject: Know a Java Guru? Referral Opportunity at [Company Name]

Hi [Employee Name],

We're on the hunt for a talented Java Developer to join our team, and we were hoping you could help us out! You've got a great network, and we trust your judgment when it comes to identifying skilled individuals.

We're looking for someone with expertise in the following areas:

- Java (obviously!)
- Spring Framework
- RESTful APIs
- Database technologies (e.g., MySQL, PostgreSQL)
- Experience with Agile development methodologies

If you know anyone who fits this description and is looking for a new challenge, please encourage them to apply or send their resume to [Your Email Address] by [Referral Deadline].

As a reminder, we offer a referral bonus of [Referral Bonus Amount] for successful hires! It's a win-win: your friend gets a great job, and you get rewarded for helping us find top talent.

Thanks in advance for your help!

Best regards,

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

Referral Reminder Email

Subject: Quick Reminder: Refer a Friend & Get Rewarded!

Hi [Employee Name],

Just a friendly nudge! Remember our employee referral program? It's a fantastic way to help us grow our team with talented people like you, and earn some sweet rewards in the process.

We currently have some exciting open positions, including:

- [Job Title 1] - [Link to Job Description]
- [Job Title 2] - [Link to Job Description]
- [Job Title 3] - [Link to Job Description]

(You can find a full list of openings on our careers page: [Link to Careers Page])

Why refer?

- **Help a friend:** Connect talented people with great opportunities.
- **Boost our team:** Bring in skilled individuals who can contribute to our success.
- **Get rewarded:** Earn [Reward, e.g., a bonus, extra vacation day, gift card] for successful referrals!

Referring is easy! Just share the job description with your network and encourage them to apply through our website, mentioning your name in the application.

Have questions about the program? Check out our referral guidelines here: [Link to Referral Guidelines/FAQ]

Thanks for your help in building an amazing team!

Best regards,