Assessment invitation email

Send it right after the candidate clears the application or phone screen stage, with a deadline of 2 to 5 days. Send a reminder about 24 hours before the deadline to anyone who hasn't started.

ONLINE SKILLS TEST

Subject: Next step for [Job Title]: a short online assessment

Hi [First Name],

Thanks for your interest in the [Job Title] role at [Company]. The next step is a short online assessment.

- What it covers: [Skills Measured, e.g. typing speed, reading comprehension, customer scenarios]
- Time needed: about [Duration] minutes, in one sitting
- Deadline: [Deadline Date] at [Deadline Time] [Time Zone]
- Works on: [Laptop or desktop / phone or computer], with [Browser Requirement]

Start here: [Assessment Link]

Find a quiet spot and a steady internet connection before you begin. There are no trick questions, and you don't need to study.

If you need an accommodation, such as extra time or a screen-reader-friendly version, reply to this email before you start and we'll arrange it.

Good luck,

[Your Name]
[Title], [Company]

TAKE-HOME ASSIGNMENT

Subject: [Job Title] work sample: brief and deadline

Hi [First Name],

Thanks for the great conversation with [Interviewer Name]. As the next step, we'd like you to complete a short work sample.

The brief is attached / here: [Assignment Link]

- Please spend no more than [Time Cap] hours on it. We're interested in your approach, not polish.
- Send it back by [Deadline Date].
- In the next interview, you'll walk us through it for about 15 minutes.

What you create belongs to you. We use it only to assess your application and won't use it in our business.

If the timeline doesn't work because of your current job or other commitments, tell me and we'll adjust.

Best,

[Your Name]
[Title], [Company]

HIGH-VOLUME / HOURLY

Subject: [First Name], 20-minute assessment for [Job Title]

Hi [First Name],

You're through to the next step for [Job Title] at [Company].

Take your [Duration]-minute assessment on your phone or computer: [Assessment Link]

Finish it by [Deadline Date] and we'll reach out about an interview within [Response Time]. Most people finish in one go.

Need help or an accommodation? Reply here or text [Text Number].

[Company] Hiring Team

REMINDER

Subject: Reminder: your [Job Title] assessment is due [Deadline Day]

Hi [First Name],

A quick reminder that your assessment for [Job Title] is due by [Deadline Date] at [Deadline Time] [Time Zone]. It takes about [Duration] minutes.

Here's the link again: [Assessment Link]

If you've run into a technical issue or need more time, reply and let me know. If you've decided not to continue, that's fine too, and a quick reply helps us plan.

Thanks,

[Your Name]
[Company]

SUBJECT LINE IDEAS

• Next step for [Job Title]: a short online assessment

• [First Name], your skills assessment for [Company]

• Complete your [Job Title] assessment by [Deadline Date]

• Your [Company] assessment link (about [Duration] minutes)

• Work sample for the [Job Title] role

• Reminder: assessment due [Deadline Day]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company]. You're through to the next step for [Job Title]. Please complete a [Duration]-min assessment by [Deadline Date]: [Assessment Link]. Need help? Reply here. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Skills Measured], [Duration], [Deadline Date], [Deadline Time], [Deadline Day], [Time Zone], [Browser Requirement], [Assessment Link], [Assignment Link], [Time Cap], [Interviewer Name], [Response Time], [Text Number], [Your Name], [Title]