Candidate no-show follow-up email

Send the first follow-up within 15 to 30 minutes of the missed start time, or by the end of the same day at the latest. Send a final note 2 to 3 business days later if there's no reply.

SAME DAY, REBOOK

Subject: We missed you today. Want to rebook?

Hi [First Name],

We had your interview for [Job Title] scheduled today at [Interview Time] and didn't get to connect. I hope everything's okay.

If you're still interested, you can pick a new time here: [Scheduling Link]. If something came up, just reply and let me know.

I'll hold your application open until [Hold Date].

Best,

[Your Name]
[Title], [Company]
[Phone Number]

VIDEO OR PHONE: POSSIBLE TECH ISSUE

Subject: Trouble joining your [Job Title] interview?

Hi [First Name],

We were on the call for your [Job Title] interview at [Interview Time] [Time Zone] but didn't see you join. Sometimes the link or audio doesn't cooperate.

If that's what happened, reply and I'll set up a new time, or call/text me at [Phone Number] and we can try by phone.

Here's the booking link if easier: [Scheduling Link]

Thanks,

[Your Name]
[Company]

FINAL CHECK-IN, CLOSING THE FILE

Subject: Closing your application for [Job Title]

Hi [First Name],

I reached out after your missed interview on [Interview Date] and haven't heard back, so I'm going to close your application for [Job Title] for now.

If your situation has changed and you'd still like to be considered, reply to this email by [Final Date] and I'll see what we can do. You're also welcome to apply for future openings at [Careers Page].

Wishing you the best,

[Your Name]
[Title], [Company]

HIGH-VOLUME / HIRING EVENT

Subject: [First Name], still want the [Job Title] job? New times open

Hi [First Name],

We saved you a spot for today's [Job Title] interview at [Location] but didn't see you. No problem, things happen.

There are open slots [Days and Hours] this week: [Scheduling Link]

Pay starts at [Pay Rate] and the next start date is [Start Date].

[Company] Hiring Team

SUBJECT LINE IDEAS

- We missed you today. Want to rebook?
- Trouble joining your [Job Title] interview?
- Still interested in [Job Title]?
- Let's find a new time for your interview
- Missed interview: [Job Title] at [Company]
- Closing your application for [Job Title]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. We missed you at your [Job Title] interview today. Still interested? Pick a new time: [Scheduling Link] or reply here. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Interview Time], [Interview Date], [Time Zone], [Scheduling Link], [Hold Date], [Final Date], [Careers Page], [Location], [Days and Hours], [Pay Rate], [Start Date], [Your Name], [Title], [Phone Number]