Candidate shortlisted email

Send it within one business day of the shortlist decision, ideally with a scheduling link or proposed times in the same message. If interview dates are not set yet, send it anyway and say when they will be.

STANDARD: NEXT ROUND WITH SCHEDULING LINK

Subject: Next step for the [Job Title] role at [Company]

Hi [First Name],

Thanks for applying for the [Job Title] role. We've reviewed your application and would like to move you forward to the next stage.

The next step is a [Interview Length]-minute [Interview Format, e.g. video interview] with [Interviewer Name], [Interviewer Title]. We'll talk through [Topics, e.g. your experience with inbound sales calls and your availability].

Please pick a time that works for you here: [Scheduling Link]. Slots are open until [Deadline].

If none of the times work, reply to this email and we'll find another option.

Best,
[Your Name]
[Title], [Company]

SHORT

Subject: You're through to the next round: [Job Title]

Hi [First Name],

Good news: you've been shortlisted for the [Job Title] position. The next step is a [Interview Format] on [Date Range].

Book your slot here: [Scheduling Link]

Questions? Just reply.

[Your Name]
[Company] Recruiting

DATES NOT SET YET

Subject: Your application for [Job Title]: shortlisted

Hi [First Name],

I wanted to let you know that you're on our shortlist for the [Job Title] role at [Company].

We're finalizing interview dates with the hiring team now and expect to send times by [Date]. Interviews will be [Interview Format] and take about [Interview Length].

In the meantime, it would help to know two things:
- Your availability during the week of [Week]
- Whether your notice period or start date has changed since you applied

Thanks for your patience. I'll be in touch by [Date] either way.

[Your Name]
[Title], [Company]

HIGH-VOLUME OR HIRING EVENT

Subject: Next step: [Job Title] interview at [Location]

Hi [First Name],

Thanks for applying to be a [Job Title] at our [Location] site. You've passed the first stage and we'd like to invite you to interview.

What happens next: a [Interview Length]-minute [Interview Format] where we'll go over the schedule, pay ([Pay Rate]) and the training class starting [Class Start Date].

Choose a time: [Scheduling Link]

Please book by [Deadline]. Spots in this class are limited and we fill them in the order interviews are completed.

[Your Name]
[Company] Talent Team

SUBJECT LINE IDEAS

- Next step for the [Job Title] role at [Company]
- You've been shortlisted: [Job Title]
- Moving forward with your application for [Job Title]
- Interview invitation: [Job Title] at [Company]
- Selected for the next round: [Job Title]
- [First Name], let's set up your interview
- Your [Job Title] application: next steps

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. You've been shortlisted for [Job Title]. Next step is a [Interview Length]-min interview. Book a time by [Deadline]: [Scheduling Link]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Interview Format], [Interview Length], [Interviewer Name], [Interviewer Title], [Scheduling Link], [Deadline], [Date Range], [Location], [Pay Rate], [Class Start Date], [Your Name], [Title]