Client interview feedback request email

Send it the afternoon of the interview or the next morning, after you've debriefed the candidate. If there's no reply within two business days, call, then send one follow-up email.

DAY AFTER THE INTERVIEW

Subject: [Candidate Name]: your thoughts after [Day]'s interview?

Hi [First Name],

Thanks for meeting [Candidate Name] for the [Job Title] role [yesterday / today].

I spoke with [him / her / them] afterwards. [Candidate First Name] came away keen, especially about [specific thing, e.g. the new line you're building at Plant 2], and asked a good question about [topic] that I said I'd check with you.

Three quick questions so I can keep things moving:
1. Is [Candidate First Name] a yes, a no or a maybe for the next step?
2. What stood out, good or bad?
3. If it's a yes, what's the next step and who's involved?

A two-line reply is plenty. [Candidate First Name] has [another interview / a pending offer] this week, so an answer by [Day] would help.

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

SECOND CHASE

Subject: Re: [Candidate Name]: your thoughts after [Day]'s interview?

Hi [First Name],

Checking in on [Candidate Name] for [Job Title]. I know the week's busy.

If it's easier, just reply with one word: yes, no or hold. I'll take it from there.

[Your Name]
[Phone Number]

CANDIDATE HAS A COMPETING OFFER

Subject: Time-sensitive: [Candidate Name] has an offer

Hi [First Name],

A heads-up: [Candidate Name], whom you met for [Job Title] on [Interview Date], has received an offer

from another employer and needs to respond by [Offer Deadline].

[Candidate First Name] has told me [Client Company] is their first choice, mainly because of [reason]. Their expectation remains [Pay Expectation].

If you'd like to move forward, could we talk today or tomorrow about next steps? If not, I'd rather know now so I can let them decide without losing the other offer.

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

SEVERAL CANDIDATES INTERVIEWED

Subject: Feedback on [Job Title] interviews this week

Hi [First Name],

Thanks for interviewing our candidates for [Job Title] this week. To keep everyone moving, could you mark each one?

- [Candidate 1 Name]: next step / no / hold
- [Candidate 2 Name]: next step / no / hold
- [Candidate 3 Name]: next step / no / hold

One line on what you liked or didn't would help me refine the next round. If none were right, tell me what was missing and I'll recalibrate the search.

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

SUBJECT LINE IDEAS

• [Candidate Name]: your thoughts after [Day]'s interview?

• Quick yes/no on [Candidate Name]?

• Time-sensitive: [Candidate Name] has an offer

• Feedback on [Job Title] interviews this week

• Next step for [Candidate Name]?

• [Job Title] interview: one question

• Re: [Candidate Name] for [Job Title]

SMS / WHATSAPP VERSION

Hi [First Name], [Your Name] from [Agency Name]. How did [Candidate Name]'s interview for [Job Title] go? Yes, no or hold is enough. They have another offer pending, so a reply by [Day] would really help.

Placeholders to replace: [First Name], [Candidate Name], [Candidate First Name], [Job Title], [Day], [Interview Date], [Client Company], [Offer Deadline], [Pay Expectation], [Your Name], [Title], [Agency Name], [Phone Number]