Group interview invitation email

Three to five days before the session, with a reminder the day before and a text two hours before. For walk-in or next-day sessions, send the invite and SMS together the moment the candidate qualifies.

IN-PERSON GROUP INTERVIEW

Subject: Invitation: group interview for [Job Title] on [Date]

Hi [First Name],

Thanks for applying for [Job Title] at [Company]. We'd like to invite you to a group interview.

When: [Date], [Start Time] to [End Time]
Where: [Address], [Room or Entrance]. [Parking or transit note.]
Who: you, about [Number] other candidates and [Interviewer Names]

What happens in the session:

1. A short introduction to the role, pay, schedule and training.
2. A team activity where you'll work through a customer scenario with other candidates.
3. A brief one-on-one conversation with a member of our team.

Please bring a photo ID and arrive 10 minutes early. Dress is [business casual / whatever you'd wear to work here]. Doors close at [Start Time] so we can begin on time.

Please confirm you can attend: [Confirmation Link]. If you can't make it, pick another session here: [Scheduling Link].

See you there,

[Your Name]
[Recruiting Team], [Company]

VIRTUAL GROUP SESSION

Subject: Your virtual group interview for [Job Title]

Hi [First Name],

You're invited to a virtual group interview for [Job Title] on [Date] at [Time] ([Time Zone]). It runs about [Duration].

Join here: [Video Link]

You'll need a computer or phone with a camera and a quiet spot. The session starts with an overview of the role, followed by a group exercise in breakout rooms and a short individual chat.

Please keep your camera on and join five minutes early so we can check your audio. If you need an accommodation to take part, reply to this email and we'll arrange it.

Confirm your place: [Confirmation Link]

[Your Name]
[Company]

ASSESSMENT CENTER

Subject: Assessment center invitation: [Program Name], [Date]

Hi [First Name],

Congratulations on reaching the assessment center stage for [Program Name].

The day runs from [Start Time] to [End Time] at [Location] and includes:

- a group discussion exercise ([Duration])
- a written or case exercise ([Duration])
- an individual interview with [Assessor Titles] ([Duration])

Lunch is provided. We'll assess everyone against the same criteria: [e.g. teamwork, problem solving, communication and customer focus]. You don't need to prepare content, but reading our [Program Page or Brief] will help.

Please confirm by [RSVP Date] and tell us about any accommodation you need.

[Your Name]
[Title], [Company]

SHORT / MOBILE

Subject: Group interview [Date] at [Time]

Hi [First Name],

You're invited to our group interview for [Job Title]:

[Date], [Start Time] to [End Time]
[Address]

Bring photo ID. Plan for [Duration]. Confirm or change your time here: [Scheduling Link]

[Recruiting Team], [Company]

SUBJECT LINE IDEAS

- Invitation: group interview for [Job Title] on [Date]
- You're invited to our hiring session
- Group interview: please confirm your place
- Next step: group interview at [Location]
- Assessment center invitation: [Program Name]
- Your interview session on [Date] at [Time]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company]. You're invited to a group interview for [Job Title] on [Date] at [Time], [Address]. Bring photo ID, allow [Duration]. Confirm or change time: [Scheduling Link]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Date], [Start Time], [End Time], [Time Zone], [Duration], [Address], [Number], [Interviewer Names], [Confirmation Link], [Scheduling Link], [Video Link], [Program Name], [RSVP Date], [Your Name]