Hiring event invitation email

Send the invitation 7 to 10 days before the event, a reminder 2 days before and a text on the morning of the event. For same-week events in hourly hiring, send it 3 to 4 days out and lean on SMS.

ON-SITE WALK-IN HIRING EVENT

Subject: Hiring event [Date]: [Job Title] jobs at $[Pay Rate]/hr, interviews on the spot

Hi [First Name],

We're hiring [Number] [Job Title]s at our [Location] site and holding a walk-in hiring event:

- **When:** [Day, Date], [Start Time] to [End Time]
- **Where:** [Address]. Free parking at [Parking Details]; bus routes [Routes].
- **Pay:** $[Pay Rate] per hour, plus [Shift Differential / Benefits]
- **Shifts:** [Shift Options]

What to expect: a short interview (about 20 minutes), a site tour, and for many people a conditional offer the same day.

Please bring a photo ID and [any other documents]. No resume needed.

Save your spot so we can keep wait times short: [RSVP Link]. Walk-ins are welcome too.

If you need an accommodation to attend or interview, reply to this email and we'll arrange it.

See you there,
[Your Name]
[Title], [Company]
[Phone Number]

VIRTUAL HIRING EVENT

Subject: Join our virtual hiring event on [Date]: [Job Title] roles

Hi [First Name],

Thanks for your interest in [Company]. We're hosting a virtual hiring event for [Job Title] roles on [Day, Date] from [Start Time] to [End Time] [Time Zone].

Here's how it works:

1. Register here: [Registration Link]
2. Join at any time during the event. You'll start with a [Number]-minute overview of the role, pay and schedule.
3. You'll then be placed in a short one-on-one video interview with a recruiter.

You'll need a phone or computer with a camera and a quiet spot. If you'd rather do your interview by phone, just say so when you register.

Talk soon,
[Your Name]
[Title], [Company]

OPEN HOUSE (PROFESSIONAL ROLES)

Subject: You're invited: [Team] open house on [Date]

Hi [First Name],

We're opening our [Location] office on [Day, Date] from [Start Time] to [End Time] for people interested in [Team / Job Family] roles. You'll meet the hiring managers, hear about the projects they're staffing, and can have a short first conversation about open positions, including [Job Title 1] and [Job Title 2].

No formal interview, no pressure. Bring a resume if you have one handy.

Please register so we have a badge ready for you: [Registration Link]

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

RSVP REMINDER

Subject: Tomorrow: [Company] hiring event at [Start Time]

Hi [First Name],

A reminder that you're registered for our hiring event tomorrow, [Day, Date], at [Address], from [Start Time] to [End Time].

Bring your photo ID. Plan for about [Number] minutes. Parking is at [Parking Details].

Can't make it? Reply and we'll book you for an interview another day instead.

[Your Name]
[Company]

SUBJECT LINE IDEAS

- Hiring event [Date]: interviews on the spot
- Now hiring [Job Title]s at $[Pay Rate]/hr: walk-in event [Date]
- Join our virtual hiring event on [Date]

- You're invited: open house at [Company]
- Walk-in interviews this Saturday at [Location]
- Tomorrow: [Company] hiring event at [Start Time]
- Save your spot: [Number] jobs, one afternoon

SMS / WHATSAPP VERSION

Hi [First Name], [Company] is hiring [Job Title]s at $[Pay Rate]/hr. Walk-in interviews [Day] [Start Time]-[End Time] at [Address]. Bring photo ID. Save your spot: [RSVP Link]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Number], [Location], [Day, Date], [Date], [Start Time], [End Time], [Time Zone], [Address], [Parking Details], [Routes], [Pay Rate], [Shift Differential / Benefits], [Shift Options], [RSVP Link], [Registration Link], [Team / Job Family], [Your Name], [Title], [Company], [Phone Number]