Interview feedback request email

Send the first request right after the interview ends, with a same-day or next-morning deadline. Send one reminder when the deadline passes and escalate after 48 hours.

SAME-DAY REQUEST TO INTERVIEWERS

Subject: Scorecard due today: [Candidate Name], [Job Title]

Hi [Interviewer First Name],

Thanks for interviewing [Candidate Name] for [Job Title] today.

Please submit your scorecard by [Deadline, e.g. 5pm today]: [Scorecard Link]

It takes about five minutes. Rate each competency you covered and add one or two lines of evidence for your scores. Please submit before talking to other interviewers about the candidate, so we get independent views.

We're aiming to give [Candidate First Name] an answer by [Candidate Decision Date].

Thanks,
[Your Name]
[Title]

REMINDER AFTER THE DEADLINE

Subject: Reminder: feedback for [Candidate Name] is overdue

Hi [Interviewer First Name],

Quick reminder that your scorecard for [Candidate Name] ([Job Title]) was due [Deadline] and is still open: [Scorecard Link]

We have [Number] of [Total] scorecards in and can't move forward until we have yours. [Candidate First Name] is [expecting an update by Date / in final stages with another employer].

Could you submit it by [New Deadline]?

Thanks,
[Your Name]

ESCALATION TO HIRING MANAGER

Subject: Decision needed on [Job Title] candidates by [Date]

Hi [Hiring Manager First Name],

We're waiting on feedback for [Job Title], and it's starting to cost us candidates.

- Outstanding scorecards: [Interviewer Names and Candidates]
- Days since interview: [Number]
- Candidates at risk: [Candidate Name] has [an offer from another employer expiring on Date / asked for an update twice]

Could you help get these in by [Deadline]? If it's easier, I can set up a 15-minute debrief tomorrow and capture decisions live.

Thanks,
[Your Name]
[Title]

DEBRIEF INVITATION

Subject: 15-min debrief: [Job Title] candidates, [Date]

Hi all,

I've booked 15 minutes on [Date and Time] to decide on [Candidate Names] for [Job Title].

Before the call, please submit your scorecard here if you haven't: [Scorecard Link]. We'll review scores competency by competency and agree on next steps. If you can't attend, a submitted scorecard counts as your input.

[Your Name]

SUBJECT LINE IDEAS

- Scorecard due today: [Candidate Name], [Job Title]
- Feedback needed: [Candidate Name] interview
- Reminder: your scorecard for [Candidate Name] is overdue
- Decision needed on [Job Title] candidates by [Date]
- [Number] scorecards outstanding for [Job Title]
- 15-min debrief: [Job Title] candidates

SMS / WHATSAPP VERSION

Hi [Interviewer First Name], your scorecard for [Candidate Name] ([Job Title]) is due by [Deadline]. 5 min: [Scorecard Link]. Thanks, [Your Name]

Placeholders to replace: [Interviewer First Name], [Hiring Manager First Name], [Candidate Name], [Candidate First Name], [Job Title], [Deadline], [New Deadline], [Scorecard Link], [Candidate Decision Date], [Number], [Total], [Interviewer Names], [Your Name], [Title]