Interview invitation email

Send it within one business day of deciding to interview someone, and no later than 48 hours. For hourly and high-volume roles, send it the same day the application is screened, ideally within hours.

STANDARD

Subject: Interview invitation: [Job Title] at [Company]

Hi [First Name],

Thanks for applying for the [Job Title] role at [Company]. We liked what we saw and would like to invite you to an interview.

Here are the details:

- Format: [Video call / Phone call / In person]
- Length: about [Duration] minutes
- You will meet: [Interviewer Name], [Interviewer Title]
- What to expect: [e.g. a conversation about your experience, plus a short scenario exercise]

Please pick a time that works for you here: [Scheduling Link]

If none of those slots fit, reply with two or three times that do and I will make it work. It would help to hear back by [Reply Deadline].

[Location or Video Link and dial-in details will be in the calendar invite.]

If you need any accommodation for the interview, just let me know.

Looking forward to it,

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

SHORT

Subject: Next step for [Job Title]: let's set up an interview

Hi [First Name],

Thanks for your application for [Job Title]. We'd like to set up a [Duration]-minute [video / phone] interview with [Interviewer Name].

Grab a time here: [Scheduling Link]

Any questions, just reply to this email.

[Your Name]
[Title], [Company]

ONSITE WITH LOGISTICS

Subject: Your interview at [Company] on [Interview Date]

Hi [First Name],

Great news: we'd like you to come in and interview for the [Job Title] position.

When: [Interview Date] at [Interview Time] ([Time Zone])
Where: [Street Address], [Building / Floor]
Parking: [Parking or transit instructions]
Ask for: [Contact Name] at the front desk
Length: about [Duration], including [a site tour / a short skills exercise]

You'll meet [Interviewer Name], [Interviewer Title], and [Second Interviewer Name], [Second Interviewer Title].

Please bring [a photo ID / a copy of your resume / anything else]. Dress is [business casual / whatever you're comfortable in].

Can you confirm by [Reply Deadline] that this time works? If it doesn't, reply and we'll find another.

If you need an accommodation for any part of the interview, let me know and we'll arrange it.

See you soon,

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

HIGH-VOLUME / HOURLY

Subject: [First Name], pick your interview time for [Job Title]

Hi [First Name],

Thanks for applying to be a [Job Title] at our [Location] site. You're invited to a [Duration]-minute [phone / video / in-person] interview.

Book your time now: [Scheduling Link]

Slots are available [Days and Hours], and the earliest ones fill first. Pay starts at [Pay Rate] and the next class begins [Class Start Date].

If you'd rather talk by text, reply to [Text Number].

[Your Name]
[Company] Recruiting Team

SUBJECT LINE IDEAS

- Interview invitation: [Job Title] at [Company]
- Let's talk about the [Job Title] role
- [First Name], we'd like to interview you
- Schedule your interview for [Job Title]
- Next step in your application with [Company]
- Your [Job Title] interview: pick a time
- Interview request from [Company] for [Job Title]

SMS / WHATSAPP VERSION

Hi [First Name], this is [Your Name] from [Company]. Thanks for applying for [Job Title]. We'd like to interview you ([Duration] min, [phone/video/in person]). Pick a time here: [Scheduling Link]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Duration], [Interviewer Name], [Interviewer Title], [Scheduling Link], [Interview Date], [Interview Time], [Time Zone], [Street Address], [Reply Deadline], [Pay Rate], [Location], [Your Name], [Title], [Phone Number]