Interview self-scheduling email

Immediately after the candidate passes the previous step, ideally within an hour for hourly roles. Include a booking deadline of two to three days and send one nudge if they have not booked by then.

STANDARD INTERVIEW LINK

Subject: Book your interview for [Job Title]

Hi [First Name],

Thanks for applying for [Job Title] at [Company]. We'd like to set up a [Duration] [phone / video] interview with [Interviewer Name], [Interviewer Title].

Pick a time that suits you here: [Scheduling Link]

The calendar shows every open slot over the next [Number] days, in your local time zone. Once you book, you'll get a confirmation with the details and a calendar invite.

Please book by [Booking Deadline] if you can. If none of the times work, reply to this email and I'll find another option.

[Your Name]
[Title], [Company]

PHONE SCREEN, SHORT

Subject: [Job Title]: choose your call time

Hi [First Name],

Your application for [Job Title] looks like a good fit, and I'd like to talk for about 15 minutes.

Book a time here: [Scheduling Link]

I'll call you on [Phone Number on File]. If that's not the best number, add a new one when you book.

[Your Name]
[Company]

PANEL OR MULTI-INTERVIEWER

Subject: Schedule your interviews with the [Team Name] team

Hi [First Name],

The next step for [Job Title] is a set of [Number] back-to-back conversations with the [Team Name] team, about [Total Duration] in total.

This link only shows times when everyone is free, so whatever you pick is confirmed: [Scheduling Link]

You'll meet:

- [Interviewer 1, Title]: [topic]
- [Interviewer 2, Title]: [topic]
- [Interviewer 3, Title]: [topic]

If you need an accommodation for the interview, let me know when you book.

[Your Name]
[Title], [Company]

HOURLY / HIGH-VOLUME

Subject: Pick your interview time: [Job Title] at [Location]

Hi [First Name],

Good news: you've been selected to interview for [Job Title] at [Location]. Pay starts at [Pay Rate].

Book your interview here (takes 30 seconds): [Scheduling Link]

Interviews are [Duration] and available [days and times, e.g. Monday to Saturday, 8am to 7pm]. Most people book a slot within the next two days.

Questions? Text us at [Phone Number].

[Recruiting Team]
[Company]

SUBJECT LINE IDEAS

- Book your interview for [Job Title]
- Choose your interview time
- Next step: pick a time to talk
- [Job Title] interview: book your slot
- Your interview link for [Company]
- Ready to interview? Pick a time here
- Schedule your call with [Interviewer Name]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company]. You're invited to interview for [Job Title]. Book a time that works for you: [Scheduling Link]. Slots fill up, so please book by [Booking Deadline]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Duration], [Interviewer Name], [Interviewer Title], [Scheduling Link], [Number], [Booking Deadline], [Phone Number on File], [Team Name], [Total Duration], [Location], [Pay Rate], [Phone Number], [Your Name]