Interviewer invitation email

Ask for availability as soon as a candidate passes the screen. Send the briefing with the resume and scorecard at least one business day before the interview.

PANEL INVITATION

Subject: Can you interview [Candidate Name] for [Job Title] on [Date]?

Hi [Interviewer First Name],

We have a strong candidate for [Job Title] and I'd like you on the panel.

- When: [Date], [Start Time] to [End Time] [Time Zone]
- Where: [Room / Video Link]
- Your part: [Competency, e.g. handling escalations], about [Minutes] minutes
- Other panelists: [Names]

Can you confirm by [Deadline]? If the time doesn't work, send me two windows that do and I'll rework the schedule.

I'll send the resume, your question set and the scorecard the day before.

Thanks,
[Your Name]
[Title], [Company]

BRIEFING (DAY BEFORE)

Subject: Briefing: [Candidate Name], [Job Title], [Date]

Hi all,

Thanks for joining tomorrow's panel. Everything you need is below.

Candidate: [Candidate Name], currently [Current Role]. Resume attached.

Who covers what:
- [Interviewer 1]: [Competency] (questions 1 to 3)
- [Interviewer 2]: [Competency] (questions 4 to 6)
- [Hiring Manager]: role fit, motivation and candidate questions

Please stick to your assigned questions so we don't repeat ourselves, and avoid topics such as age, family plans, health or immigration status. If the candidate raises them, steer back to the job.

Submit your scorecard here by [Feedback Deadline]: [Scorecard Link]. Please score before talking to the rest of the panel.

Debrief: [Debrief Date and Time].

Thanks,
[Your Name]

TO THE HIRING MANAGER

Subject: Interview scheduling: [Candidate Name] for [Job Title]

Hi [Hiring Manager First Name],

[Candidate Name] passed the phone screen and is available [Candidate Availability].

Can you hold [Minutes] minutes in one of those windows? Once you confirm, I'll book the panel and send the candidate the invite.

My screen notes are here: [Notes Link]. Main things to probe: [Area 1] and [Area 2].

Thanks,
[Your Name]

SHORT AVAILABILITY ASK

Subject: 30 min this week for a [Job Title] interview?

Hi [Interviewer First Name],

Could you do a 30-minute interview for [Job Title] this week? Pick any slot here: [Scheduling Link]

Thanks,
[Your Name]

SUBJECT LINE IDEAS

- Can you interview [Candidate Name] for [Job Title] on [Date]?
- Panel request: [Job Title], [Date]
- Briefing: [Candidate Name], [Job Title], [Date]
- Interview scheduling: [Candidate Name] for [Job Title]
- 30 min this week for a [Job Title] interview?
- Your interview tomorrow: questions and scorecard

SMS / WHATSAPP VERSION

Hi [Interviewer First Name], can you interview a [Job Title] candidate on [Date] at [Time]? About [Minutes] min, [Room / Video Link]. Reply YES or suggest another time. Brief and scorecard coming by email. - [Your Name]

Placeholders to replace: [Interviewer First Name], [Hiring Manager First Name], [Candidate Name], [Current Role], [Job Title], [Date], [Start Time], [End Time], [Time Zone], [Room / Video Link], [Competency], [Minutes], [Deadline], [Feedback Deadline], [Scorecard Link], [Scheduling Link], [Debrief Date and Time], [Your Name]