Phone screen invitation email

Send it the same day you decide to screen someone. For hourly and high-volume roles, aim for within a few hours of the application, since the first employer to call often wins.

STANDARD WITH BOOKING LINK

Subject: Quick call about the [Job Title] role?

Hi [First Name],

Thanks for applying for [Job Title] at [Company]. I'd like to set up a short phone call to learn more about you and answer your questions about the role.

- Length: about [Duration] minutes
- Who: me, [Your Name], [Your Title]
- What we'll cover: your experience, what you're looking for, schedule and pay expectations, and how our process works

Pick a time that suits you: [Scheduling Link]

I'll call you at [Candidate Phone] from [Caller Number]. If you'd like me to use a different number, just reply with it.

Talk soon,

[Your Name]
[Title], [Company]

OFFERING SPECIFIC TIMES

Subject: Phone screen for [Job Title]: does one of these times work?

Hi [First Name],

Your background in [Relevant Experience] caught my eye, and I'd like to have a [Duration]-minute call about the [Job Title] role.

Would any of these work? (All times [Time Zone].)

- [Option 1]
- [Option 2]
- [Option 3]

Reply with the one you prefer and the best number to reach you. If none fit, send me a couple of windows that do.

Best,

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

HIGH-VOLUME / HOURLY

Subject: [First Name], book your 15-minute call for [Job Title]

Hi [First Name],

Thanks for applying to [Company]. Next step is a quick 15-minute phone call with our recruiting team.

Book it here: [Scheduling Link]

Calls run [Days and Hours], including evenings. We'll talk about shifts, pay ([Pay Rate]), the start date and any questions you have.

We'll call from [Caller Number], so save it in case you don't usually pick up unknown numbers.

[Company] Recruiting Team

PASSIVE OR SOURCED CANDIDATE

Subject: Thanks for replying. Let's find 20 minutes

Hi [First Name],

Thanks for getting back to me about the [Job Title] role. A 20-minute call is the easiest way to see if it's worth your time.

No prep needed. I'll give you the details on the team, scope and compensation range, and you can tell me what would make a move interesting for you.

Here's my calendar: [Scheduling Link]. If evenings are easier, reply and I'll make one work.

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Quick call about the [Job Title] role?
- Next step: a short phone call with [Company]
- [First Name], let's set up a phone screen
- Book your 15-minute call for [Job Title]
- Phone interview for [Job Title]: pick a time

• Following up on your [Company] application

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Thanks for applying for [Job Title]. Next step is a quick [Duration]-min phone call. Book a time: [Scheduling Link]. We'll call from [Caller Number]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Duration], [Your Name], [Your Title], [Scheduling Link], [Candidate Phone], [Caller Number], [Relevant Experience], [Time Zone], [Option 1], [Days and Hours], [Pay Rate], [Title], [Phone Number]