Recruiter follow-up email

For sourced candidates, send the first follow-up three to four business days after the initial email and a final one about a week later. For active applicants who've gone quiet mid-process, follow up after one business day for hourly roles and two to three for salaried roles.

SECOND TOUCH AFTER OUTREACH

Subject: Re: [Original Subject Line]

Hi [First Name],

Following up on my note about the [Job Title] role. One detail I didn't mention: [new fact, e.g. the team is fully remote across US time zones / the hiring manager came up through the same QA path you did / interviews wrap up within two weeks].

If it's of interest, here's a link to grab 15 minutes: [Scheduling Link]. If not, a one-word "no" is perfectly fine and I won't keep emailing.

[Your Name]
[Title], [Company]

CANDIDATE WENT QUIET MID-PROCESS

Subject: Checking in on next steps for [Job Title]

Hi [First Name],

I wanted to check in. We spoke on [Date] about the [Job Title] role, and the next step is [next step, e.g. a 45-minute interview with Hiring Manager Name].

Are you still interested? If anything has changed, like timing, another offer, or questions about pay or the schedule, just tell me. I'd rather hear it now and see if we can work around it.

You can book a time here: [Scheduling Link], or reply with what works for you.

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

SHORT NUDGE (HOURLY ROLES)

Subject: Still interested in [Job Title], [First Name]?

Hi [First Name],

Just checking: are you still interested in the [Job Title] job at [Location]? Interviews for the [Class Start Date] class are filling up.

Pick a time here: [Scheduling Link]

Or text me at [Phone Number].

[Your Name]
[Company] Recruiting

FINAL CLOSE-OUT

Subject: Closing the loop on [Job Title]

Hi [First Name],

I haven't heard back, so I'll assume the timing isn't right and close this out on my end.

If things change, my door is open. I recruit [type of roles] regularly, and I'd be glad to hear from you whenever you're ready to look.

All the best,

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

SUBJECT LINE IDEAS

- Re: [Original Subject Line]
- Checking in on next steps for [Job Title]
- Still interested in [Job Title], [First Name]?
- One more detail about the [Job Title] role
- Closing the loop on [Job Title]
- Should I keep the [Job Title] role open for you?
- Quick check-in from [Company]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. Following up on the [Job Title] role. Still interested? You can pick an interview time here: [Scheduling Link] or just reply to this text. Reply STOP to opt out.

Placeholders to replace: [First Name], [Original Subject Line], [Job Title], [Scheduling Link], [Date], [Location], [Class Start Date], [Your Name], [Title], [Company], [Phone Number]