Recruiting text message templates

Text candidates who have given consent, during reasonable local hours (roughly 8am to 8pm), and at moments where speed matters: right after they apply, to schedule or confirm an interview, the day before and the hour before it, and after an offer.

FIRST CONTACT AND APPLICATIONS

Subject: SMS set: outreach and application follow-up

1. New applicant:
Hi [First Name], it's [Your Name] from [Company]. Thanks for applying for [Job Title] in [City]. Got 10 min today for a quick call? Reply with a good time. Reply STOP to opt out.

2. Sourced candidate (opted in):
Hi [First Name], [Your Name] here, recruiter at [Company]. We're hiring [Job Title]s, [Pay Rate]/hr, [Shift Options]. Interested? Reply YES and I'll send details. STOP to opt out.

3. Incomplete application:
Hi [First Name], you're almost done with your [Job Title] application at [Company]. Finish in about 3 min here: [Application Link]

4. Past applicant:
Hi [First Name], it's [Your Name] at [Company]. You applied with us in [Month]. We have new [Job Title] openings starting [Start Date]. Still interested? Reply YES or NO.

INTERVIEW SCHEDULING AND REMINDERS

Subject: SMS set: scheduling, confirmation and reminders

1. Invite with booking link:
Hi [First Name], good news: we'd like to interview you for [Job Title]. Pick a time that works: [Scheduling Link]. Questions? Just reply. - [Your Name], [Company]

2. Confirmation:
You're booked, [First Name]. [Interview Type] interview for [Job Title] on [Interview Date] at [Interview Time]. [Location or Video Link]. Reply C to confirm or R to reschedule.

3. Day-before reminder:
Reminder: your interview with [Company] is tomorrow at [Interview Time]. [Parking or login tip]. Reply R if you need to reschedule.

4. One-hour reminder:
See you in an hour, [First Name]. [Address or Video Link]. Ask for [Contact Name] at the front desk.

5. Missed interview:
Hi [First Name], we missed you at today's interview. Everything OK? If you're still interested, pick a new time: [Scheduling Link]

OFFER, PRE-START AND FIRST DAY

Subject: SMS set: offer and onboarding

1. Offer sent:
Hi [First Name], great news! We've emailed your offer for [Job Title] to [Email]. Please review and sign by [Offer Deadline]. Call me with any questions: [Phone Number]

2. Offer reminder:
Hi [First Name], just a reminder your [Job Title] offer expires [Offer Deadline]. Want to talk anything through first? Reply here.

3. Paperwork:
Hi [First Name], please finish your new-hire forms before [Start Date]: [Onboarding Link]. Bring [ID Documents] on day one for your I-9.

4. Day before start:
Welcome to [Company], [First Name]! Tomorrow: arrive at [Arrival Time], [Address], ask for [Contact Name]. Wear [Dress Code]. Parking: [Parking Info].

5. First-day morning:
Good morning [First Name], we're ready for you. Text me at this number if you're running late or can't find the entrance.

WHATSAPP VERSIONS

Subject: WhatsApp: template messages for approval

WhatsApp Business messages sent outside a 24-hour customer-service window must use pre-approved templates. Keep variables in numbered form when you submit them.

1. Application received:
Hi {{1}}, thanks for applying for {{2}} at {{3}}. We'll review your application and reply within {{4}} business days. Reply here with any questions.

2. Interview invite:
Hi {{1}}, we'd like to interview you for {{2}}. Choose a time here: {{3}}. Reply if none of the times work.

3. Reminder:
Hi {{1}}, a reminder that your interview for {{2}} is on {{3}} at {{4}}. Location or link: {{5}}.

4. Next steps:
Hi {{1}}, thanks for interviewing for {{2}}. We'll be in touch by {{3}} with next steps.

SUBJECT LINE IDEAS

• Text: thanks for applying

• Text: pick your interview time

• Text: interview reminder for tomorrow

• Text: your offer is ready to sign

• Text: first-day details

• Text: still interested?

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. Thanks for applying for [Job Title]. Want to book a quick interview? Pick a time here: [Scheduling Link]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Your Name], [Company], [Job Title], [City], [Pay Rate], [Shift Options], [Application Link], [Scheduling Link], [Interview Type], [Interview Date], [Interview Time], [Location or Video Link], [Contact Name], [Offer Deadline], [Onboarding Link], [Start Date], [Arrival Time], [Phone Number]