Second interview invitation email

Send it within one to two business days of the first interview debrief. If the hiring team needs longer to decide, send a short holding note so the candidate is not left guessing.

STANDARD

Subject: Next round for [Job Title]: second interview with [Company]

Hi [First Name],

Thanks again for talking with [First Interviewer Name] on [First Interview Date]. The team enjoyed the conversation and we'd like you to move on to a second interview.

What this round looks like:

- Who: [Interviewer Name], [Interviewer Title], and [Second Interviewer Name], [Second Interviewer Title]
- Format: [Video / In person at Location]
- Length: about [Duration] minutes
- Focus: [e.g. a closer look at how you'd handle the first 90 days, plus time for your questions]

Please choose a time here: [Scheduling Link]

If nothing works, send me a few windows that do and I'll sort it out. It would help to have a time booked by [Reply Deadline].

If you need any accommodation for this interview, just let me know.

Best,

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

WITH A SKILLS EXERCISE

Subject: [First Name], your second interview and a short exercise

Hi [First Name],

Good news: we'd like to bring you back for a second round for [Job Title].

This round has two parts:

1. A [Exercise Length]-minute exercise: [brief description, e.g. reviewing a sample dataset and walking us through three findings]. You'll get the materials [at the start of the session / by email on Exercise Date]. There's no need to prepare anything beforehand.

2. A [Duration]-minute conversation with [Interviewer Name], [Interviewer Title], about how you approached it.

Book a time here: [Scheduling Link]

We're not looking for a polished deliverable. We want to see how you think. If you have questions about the exercise before the day, reply here.

Thanks,

[Your Name]
[Title], [Company]

ONSITE VISIT

Subject: Second interview at our [Location] site on [Interview Date]

Hi [First Name],

We'd like to invite you to our [Location] site for a second interview for [Job Title].

When: [Interview Date], [Interview Time] [Time Zone]
Where: [Street Address], [Building / Floor]
Parking: [Parking or transit details]
Ask for: [Contact Name] at reception
Length: about [Duration], including [a walk of the floor / time with the team you'd join]

You'll meet [Interviewer Name] ([Interviewer Title]) and [Second Interviewer Name] ([Second Interviewer Title]). Please bring a photo ID for the visitor desk. [Closed-toe shoes are required on the operations floor.]

Can you confirm by [Reply Deadline]? If that day doesn't work, reply with a couple of alternatives.

If you need an accommodation for the visit, let me know and we'll arrange it.

See you there,

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

HIGH-VOLUME / HOURLY

Subject: You're through to the next step for [Job Title]

Hi [First Name],

Thanks for your first interview. You're through to the final step for [Job Title] at our [Location] site.

Next up is a [Duration]-minute [in-person / video] interview with the [Team Name] supervisor. Book any open slot here: [Scheduling Link]

Slots run [Days and Hours]. Pay is [Pay Rate] and the next training class starts [Class Start Date].

Questions? Reply here or text [Text Number].

[Your Name]
[Company] Recruiting Team

SUBJECT LINE IDEAS

- Next round for [Job Title]: second interview with [Company]
- [First Name], we'd like you back for a second interview
- Moving forward: second interview for [Job Title]
- Invitation to second interview at [Company]
- Your next-round interview for [Job Title]
- Second interview: meet the [Team Name] team
- Let's continue the conversation about [Job Title]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Good news: you're through to the second interview for [Job Title]. It's [Duration] min with [Interviewer Name]. Book a time here: [Scheduling Link]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [First Interviewer Name], [First Interview Date], [Interviewer Name], [Interviewer Title], [Second Interviewer Name], [Second Interviewer Title], [Duration], [Exercise Length], [Scheduling Link], [Reply Deadline], [Interview Date], [Interview Time], [Time Zone], [Street Address], [Location], [Team Name], [Pay Rate], [Class Start Date], [Your Name], [Title], [Phone Number]