Video interview invitation email

Send it within one business day of deciding to interview, or within hours for hourly roles. For one-way video interviews, give candidates 2 to 4 days to record.

LIVE VIDEO (ZOOM, TEAMS, MEET)

Subject: Video interview for [Job Title]: pick a time

Hi [First Name],

Thanks for applying for [Job Title] at [Company]. We'd like to invite you to a [Duration]-minute video interview with [Interviewer Name], [Interviewer Title].

Pick a time here: [Scheduling Link]

Once you book, you'll get a calendar invite with the [Video Platform] link. A few practical notes:

- You can join from a laptop or phone. No account or download is needed for [Video Platform] if you use the browser link.
- Camera on is preferred, but if your connection drops, we can switch to phone at [Phone Number].
- We'll talk about [Topics, e.g. your experience with X and a short scenario].

If you need an accommodation, such as captions or extra time, reply and let me know.

Best,

[Your Name]
[Title], [Company]

ONE-WAY RECORDED INTERVIEW

Subject: [Job Title]: record your video interview by [Deadline Date]

Hi [First Name],

You're through to the next stage for [Job Title] at [Company]. This step is a short recorded video interview you can do any time before [Deadline Date].

- Questions: [Number of Questions], each shown on screen
- Prep time: [Prep Time] per question, then up to [Answer Time] to answer
- Retakes: [Retake Policy]
- Total time: about [Duration] minutes

Start here: [Interview Link]

You'll get a practice question first so you can test your camera and microphone. Your answers are reviewed by [Who Reviews, e.g. our recruiting team and the hiring manager].

If you'd prefer a live call or need an accommodation, reply to this email and we'll set that up.

Thanks,

[Your Name]
[Company]

FIXED TIME, PANEL

Subject: [Job Title] video interview on [Interview Date], [Interview Time] [Time Zone]

Hi [First Name],

Thanks for confirming your availability. Your panel interview is set for:

[Interview Day], [Interview Date], [Interview Time] [Time Zone]
Platform: [Video Platform]
Link: [Video Link]
Meeting ID / passcode: [Meeting ID] / [Passcode]
Dial-in backup: [Dial-in Number]

You'll meet [Interviewer Names and Titles]. We'll start with introductions, spend about 30 minutes on [Topic], then leave time for your questions.

If you'll share your screen to present, please test screen sharing on [Video Platform] beforehand.

See you then,

[Your Name]
[Title], [Company]

HIGH-VOLUME / HOURLY

Subject: [First Name], do your [Job Title] interview from your phone

Hi [First Name],

Good news: you're invited to a quick video interview for [Job Title] at [Company]. You can do it from your phone.

Book a [Duration]-minute slot: [Scheduling Link]

We'll send the video link right after you book. Find a quiet spot with good signal. If video doesn't work, we'll call you instead.

Pay: [Pay Rate]. Next training class starts [Class Start Date].

[Company] Hiring Team

SUBJECT LINE IDEAS

- Video interview for [Job Title]: pick a time
- Your [Company] video interview link
- [First Name], record your video interview by [Deadline Date]
- Zoom interview for [Job Title] on [Interview Date]
- Teams interview invitation: [Job Title]
- Next step: a short video interview with [Company]
- Your virtual interview with [Interviewer Name]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company]. You're invited to a [Duration]-min video interview for [Job Title]. Book here: [Scheduling Link]. It works on your phone, no download needed. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Company], [Duration], [Interviewer Name], [Interviewer Title], [Scheduling Link], [Video Platform], [Video Link], [Meeting ID], [Passcode], [Dial-in Number], [Interview Date], [Interview Time], [Time Zone], [Deadline Date], [Interview Link], [Number of Questions], [Pay Rate], [Your Name], [Phone Number]