

Job Interview Templates

Email template to invite a candidate in for a job interview

(or modify this to use as a script to call the person on the phone)

Subject: Interview with [company name] for [job title] position

Body

Hi [name],

Thanks for your application to [company name]. We were impressed by your background and would like to invite you to interview [at our office / via Skype / via phone] to tell you a little more about the position and get to know you better.

[Details about the interview including

- the expected length
- anything specific you would like candidates to know
- If it is a working interview, be sure to provide details on hours, whether or not the work is paid or non-paid, dress requirements (i.e closed-toed shoes, no jewelry, etc).
- Who will conduct the interview with the candidate]

Please let me know which of the following times work for you, and I can send over a confirmation and details:

-[Day, Time 1]
-[Day, Time 2]
-[Day, Time 3]

Looking forward to meeting you,

[Your name]

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Sample Questions for Job Interview

Here are a few sample questions you may want to include during a job interview:

- What would you do if you were assigned multiple tasks with the same deadline?
- Who are our competitors and what makes us different from them?
- What's our mission?
- What do you know about our products/services? Have you used them before?
- What makes you want to work here?

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Sample Rejection Letter (for those who applied but will not be invited for an interview)

Dear [Name],

Thank you for your application to [company name]. We received many applications for the position of [job title] and are not able to interview everyone who applied.

We appreciate the time and energy that goes into submitting a resume, cover letter, and application. I wanted to thank you for investing the time to apply and encourage you to apply for open positions in our company in the future.

We wish you success in your job search and in your future endeavors. Thank you for your interest in [company name].

Regards,

Signature

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Sample Rejection Letter (for those who were interviewed but did not get the job)

Dear [Name],

Thank you for coming in for an interview with [company name]. As you know, we interviewed a number of candidates for the [job description], and we have decided to offer the position to another candidate. This letter is to let you know that you have not been selected for the position.

We enjoyed meeting you and encourage you to apply for open positions in our company in the future. We appreciate the time you spent with us.

We wish you success in your job search and in your future endeavors. Thank you for your interest in [company name].

Regards,

Signature

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Sample Script to Decline a Person Over the Phone

Hi. Is [name of applicant] available?

Hi [name of applicant]. This is [your name] at [company name]. You recently interviewed for a [job title] at my company. I wanted to call you personally to let you know the outcome of the interview process. I was fortunate to have several highly qualified candidates apply for this position and I have chosen another applicant whose skills and background better matched the responsibilities of this position at this time.

I will keep your application on file should another position open up that matches your background. I wish you well in your job search and thank you again for your interest in working for my company."

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