

Phone interview invitation email

When writing this email, it's best to make sure your subject line clearly communicates that you're sending a phone interview invitation. (Otherwise candidates may assume the worst and not open your message.) Keep your message brief. Mention the position you're interviewing for and the timeframe for the interview. You may also use the same template for a [video](#) or [Skype](#) interview. You can customize this phone interview email template to give a more casual or formal tone, depending on your company culture. You can confirm the interview using our [phone interview confirmation template](#).

Looking to save time with the interview process? Sign up for our [15-day free trial](#) of Workable's end-to-end recruiting software and start hiring better people, faster.

Phone interview email template

Email subject line: Invitation to phone interview - [Company_name] / Phone interview with [Company_name] for the [Job_title] position

Hi [Candidate_Name] / Dear [Candidate_Name],

Thank you for applying to [Company_name].

My name is [your name] and I'm a recruiter/the hiring manager. I would like to have a phone discussion about your application for the [Job_title] role.

I'd like to tell you more about [Company_name] and get to know you a bit better.

Would you be available for a short introductory phone call [give a specific timeframe - like, early next week]?

Looking forward to hearing from you,

All the best / Kind regards,

[Your name]

[Signature]

- Here is the list with the [best interview questions to ask](#).
- Use our [phone screening interview questions](#) to determine your strongest candidates.
- Learn how startups and growing companies can establish an [effective interview process](#).
- Learn how Workable's recruitment software can [help with interview preparation](#).
- Advice on how to [invite a candidate to an interview](#).
- [Good interview questions to ask candidates in the second round](#)