Sample recruiting text messages to candidates for different scenarios | Workable

**Job interview invitation text message**

* Hi [*Candidate\_name*]. Here’s how you can get to our office [*map url*] for your interview tomorrow. Let me know if you need further help. Looking forward to meeting with you.
* Hi [*Candidate\_name*]. We’re looking forward to meeting you tomorrow at [*12*]. Keep in mind that traffic is usually quite heavy during that time so allow 10-15 extra minutes to get here. Feel free to contact me in this number if you need any directions.

**Follow up text message after an interview**

* Hi [*Candidate\_name*]. Thanks for coming in today. It was great meeting you. Keep an eye on your inbox - I’ll send you the assignment we talked about by the end of the week. Feel free to reach out if you have any questions. Have a nice day!

**Reschedule an interview text message**

* Hi [*Candidate\_name*]. Due to [*a scheduling conflict*], we have to reschedule tomorrow’s interview. Are you available on [*Thursday at 3pm*] instead? Let me know if that works for you or if you prefer another day or time this week. I apologize for any inconvenience.

**Text message to reconnect with past applicant**

* Hi [*Candidate\_name*]. I’m [*your name*] from [*Company\_name*]. We’re hosting a careers day on [*date*]. We’d love to see you there to discuss our new openings. If you’re interested, please let me know and I can send you some more details. Have a nice day!