

13 MUST-HAVE TEXT TEMPLATES TO ENHANCE RECRUITING

Emails and phone calls can get lost in the shuffle, but text messages are much more likely to be read, especially by younger candidates in the Millennial and Gen Z pools. According to recent research, 97% of Americans text at least once per day (source: Pew), while 83% read text messages they receive within five minutes of their arrival (source: Flowroute). With supporting data like that, it should be no surprise that a successful modern recruiting strategy needs to include text messaging as a communication channel.

Text messaging can help keep candidates engaged in the recruitment phase (particularly if the review process is prolonged as it tends to be in government), and its convenience can help accelerate time-to-hire by making it easier to schedule important meetings or tasks. Text messaging also gives you an opportunity to stay connected with candidates even if you don't move forward with them, leaving them with a positive impression of your employee brand and helping you build a rolodex of potential future candidates.

Here are 13 essential text templates you can use to help you keep candidates in the loop on the status and fully engaged with the recruitment process.

JOB APPLICATION INVITATION

Hi [*name*], my name is [*employee*] at [*organization name*]. I found your resume on [*job board*] and was very impressed with your experience. We have an opening for [*position*] that I feel you would be a great fit for. If you'd like to hear more details, here is a link to the full job description: [*job listing URL*] Have a nice day!

RECEIPT OF APPLICATION

Hi [*name*], [*organization name*] would like to let you know we have received your application and are reviewing it now. If it is a good fit, we will reach out to schedule an interview. Thank you for applying to [*organization name*]!

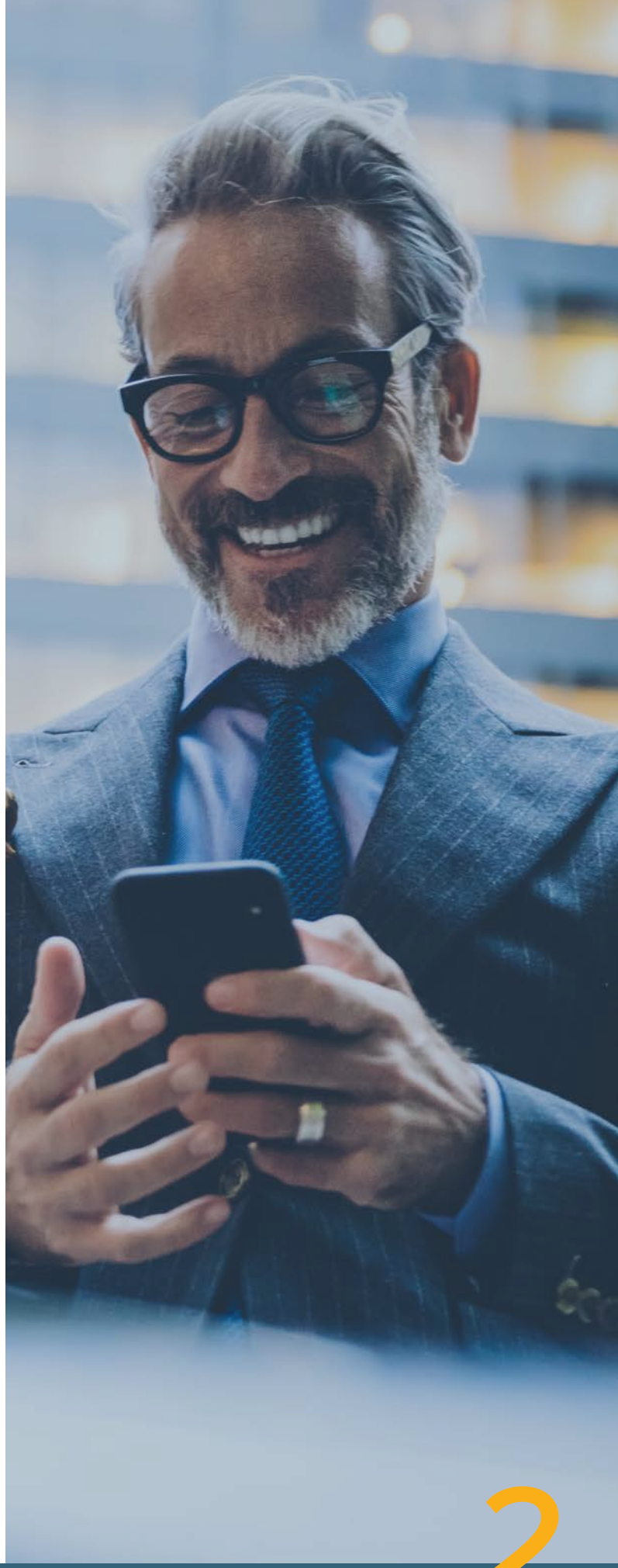
Hi [*name*], [*organization name*] would like to let you know we have received your application and are reviewing it now. [*Public sector*] job application processes sometimes take a bit longer than usual, but rest assured we will reach out and let you know your status as soon as we can. Thank you for applying to [*organization name*]!

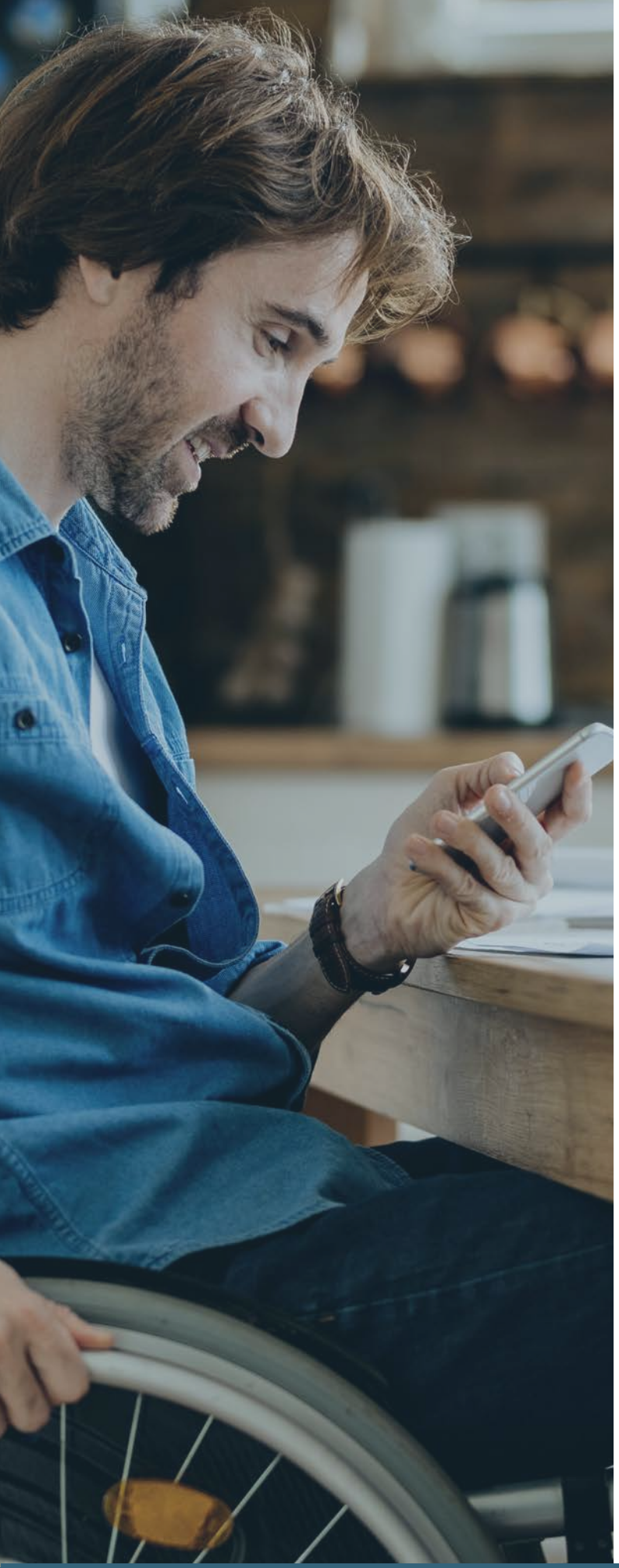
JOB INTERVIEW INVITATION/REMINDER

Hi [*name*]. We are pleased to move you forward to the next step for the [*position*] role. You are invited to interview with [*hiring committee member(s)*]. We will be in touch via email with proposed times for meeting. Thank you!

Hi [*name*]. We're looking forward to seeing you tomorrow at [*time*]. Our office is located at [*map URL*]. Please contact me at this number if you have any questions.

Hi [*name*]. We're looking forward to meeting you virtually tomorrow at [*time*]. Please access the interview portal by clicking [*portal/video conference URL*] at the appropriate time. Please contact me at this number if you have any questions.





FOLLOW UP AFTER AN INTERVIEW

Hi [*name*]. It was nice meeting you today. We will be in touch about next steps shortly. If you have any other questions in the meantime, please don't hesitate to reach out.

Hi [*name*]. Thank you for your time and interest in [*organization*]. We've decided to go with another candidate at this time, but we'd love to keep you up-to-date on our job listings for the future. Please visit [*careers site URL*] and sign up for job alerts related to your expertise to stay in the loop.

FOLLOW UP ON EXAMS/SKILLS TESTING

Hi [*name*]. The results of your recent exams/skills testing for [*position*] are in. You can access your online application here [*careers site URL*] to view your results.

RESCHEDULE AN INTERVIEW

Hi [*name*]. Due to a scheduling conflict, we will unfortunately need to reschedule your interview scheduled for [*day and time*]. I apologize for the inconvenience. Look out for an email on reschedule dates and times.

RECONNECT WITH PAST APPLICANT

Hi [*name*], this is [*employee*] reaching out from [*organization name*]. We have several openings and think you would be a good candidate for one of them. If you're interested, please view here [*job listing URL*]. Have a nice day!

CONGRATULATE NEW HIRE AND TALK NEXT STEPS

Hi [*name*], we're thrilled to have you as part of the [*organization*] team! 🎉 Your start date is [*start date*]. We'll be sending you onboarding details shortly. Please fill these out at your earliest convenience – you can start now! If you have any questions before your first day, please feel free to email me at [*email address*].

Hi [*name*], we're so excited to welcome you to the [*organization*] team! 🎉 Your start date is [*start date*]. Please click here [*portal link*] to access your onboarding platform, get familiar with your role, and fill out new hire paperwork. Please complete these at your earliest convenience – you can start now! If you have any questions before your first day, please please feel free to email me at [*email address*].



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