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# CANDIDATE TEXTING TEMPLATES

Take the guesswork out of what to say in the the most common recruiting text messages.

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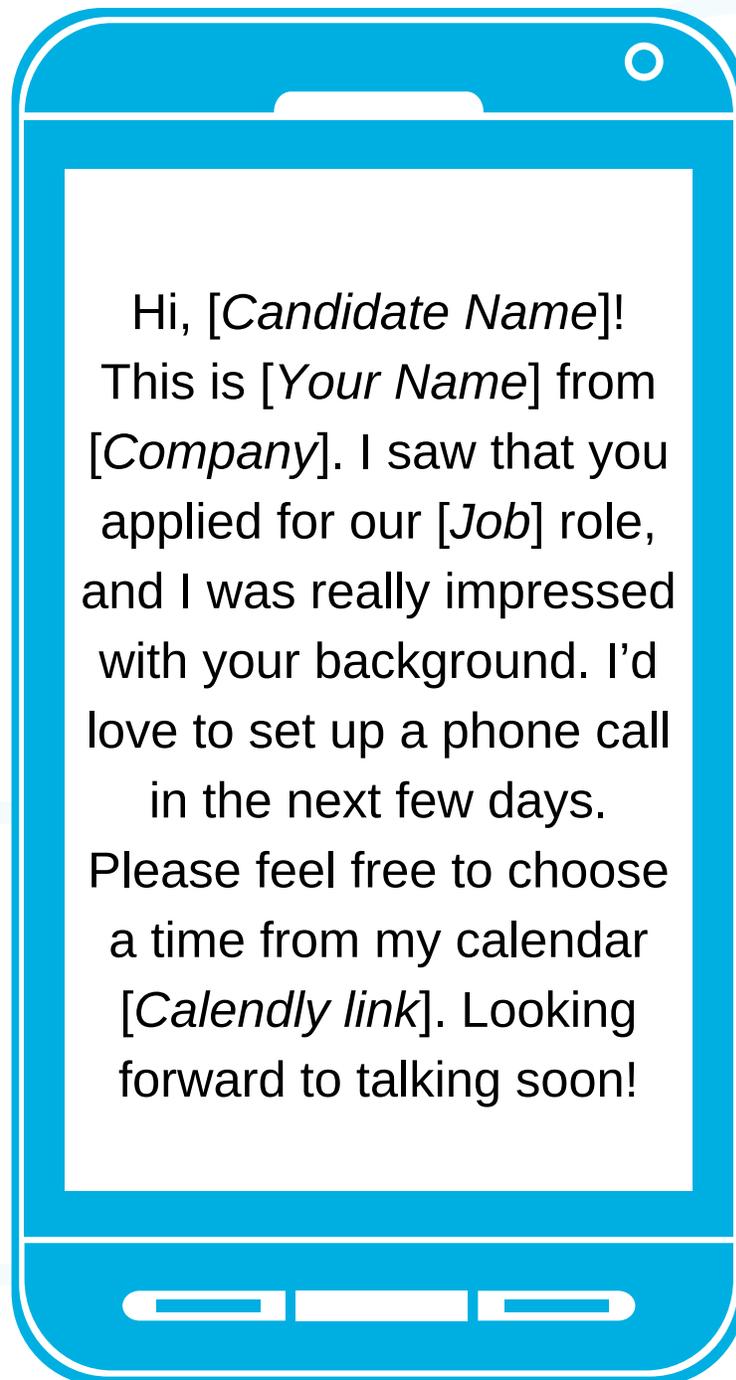
[www.jazzhr.com](http://www.jazzhr.com)

**Texting candidates throughout the recruitment process boosts engagement, speeds time to hire, and personalizes the candidate experience.**

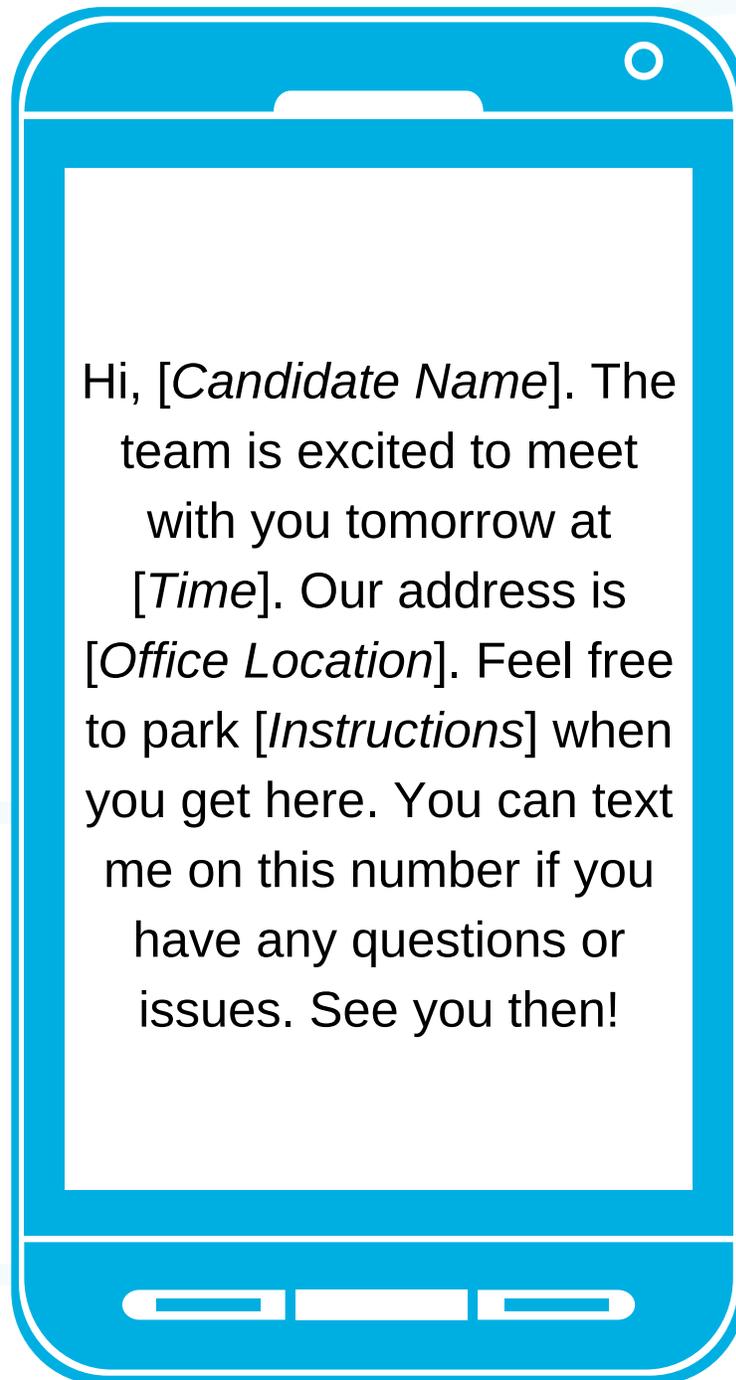
Copy and paste these expert-approved templates into your next candidate text message:

- [Phone Screen Invitation](#)
- [In-Person Interview Reminder](#)
- [In-Person Interview Follow-Up](#)
- [Assessment Reminder](#)
- [Re-Engaging with Past Candidate](#)

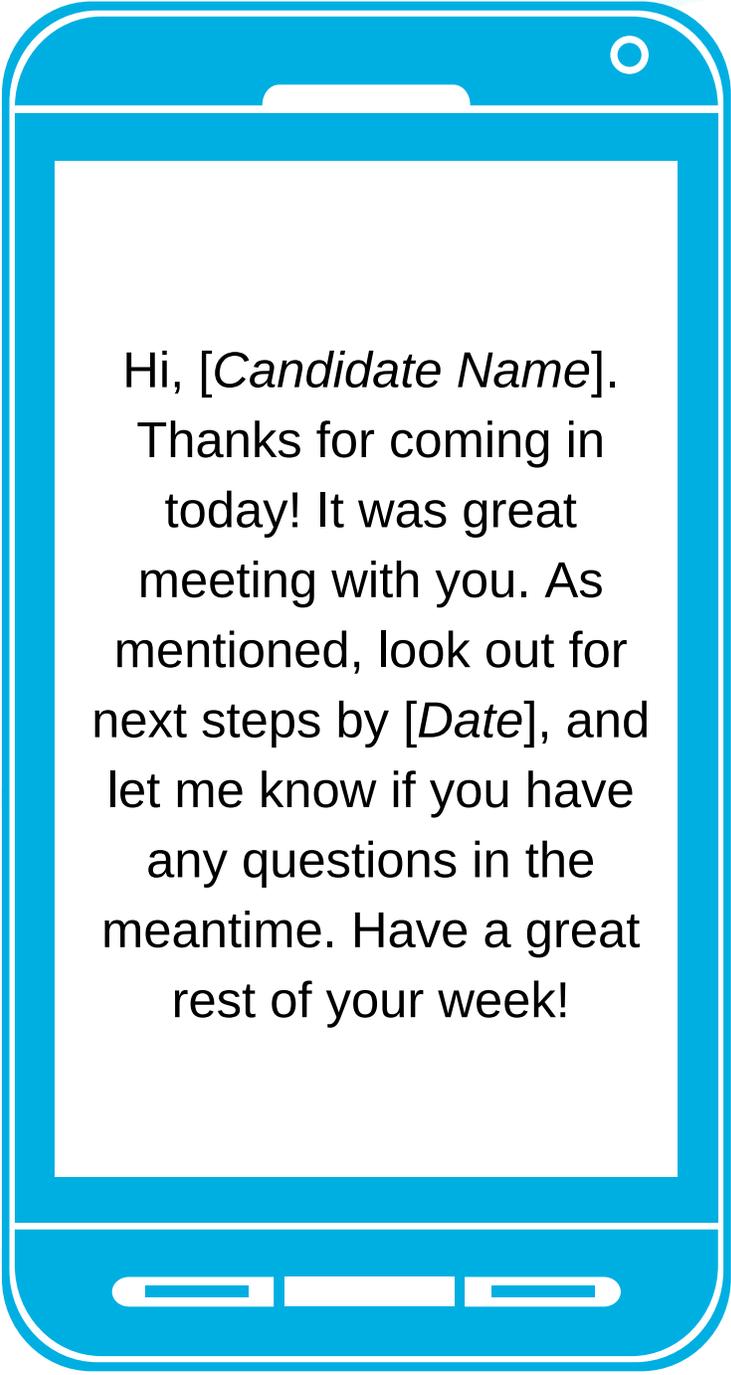
## Phone Screen Invitation



## In-Person Interview Reminder

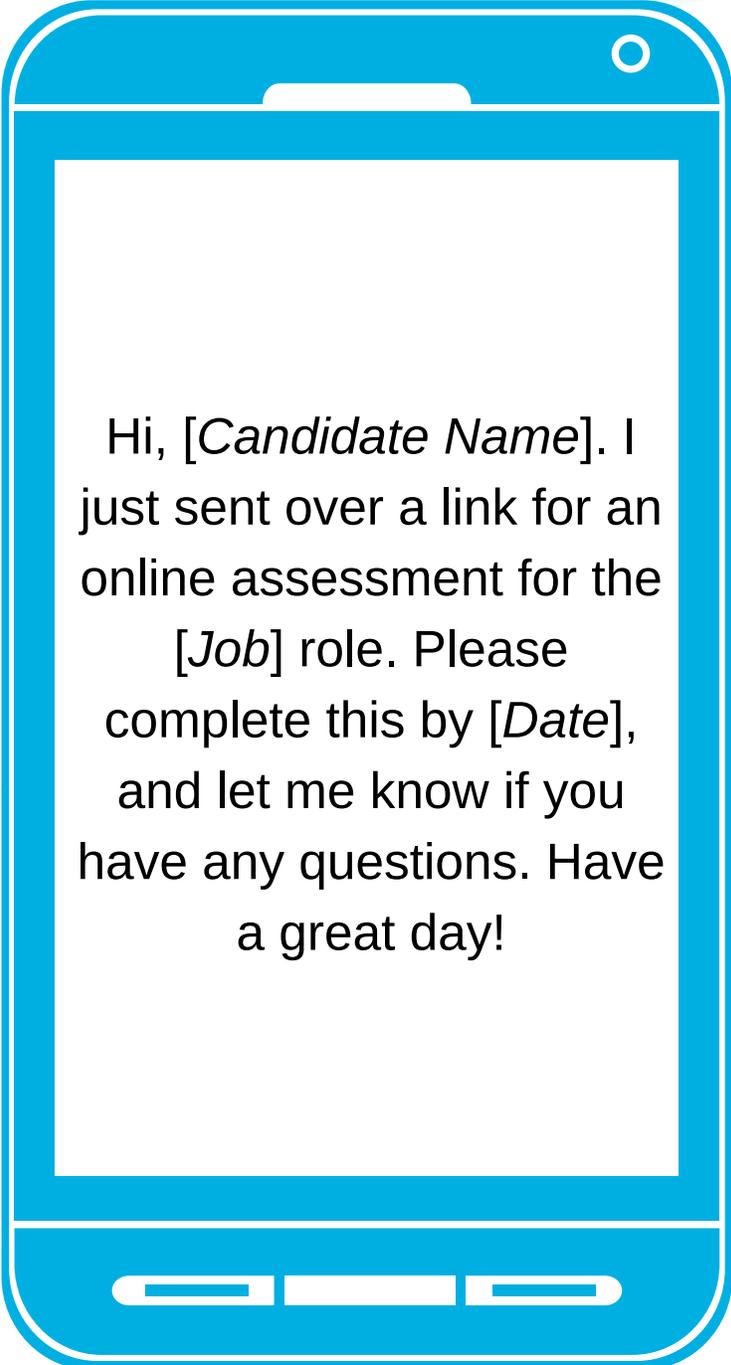


## In-Person Interview Follow-Up

A blue-outlined graphic of a smartphone with a white screen. The screen contains the text of the follow-up message. The phone has a home button at the bottom and a camera lens at the top.

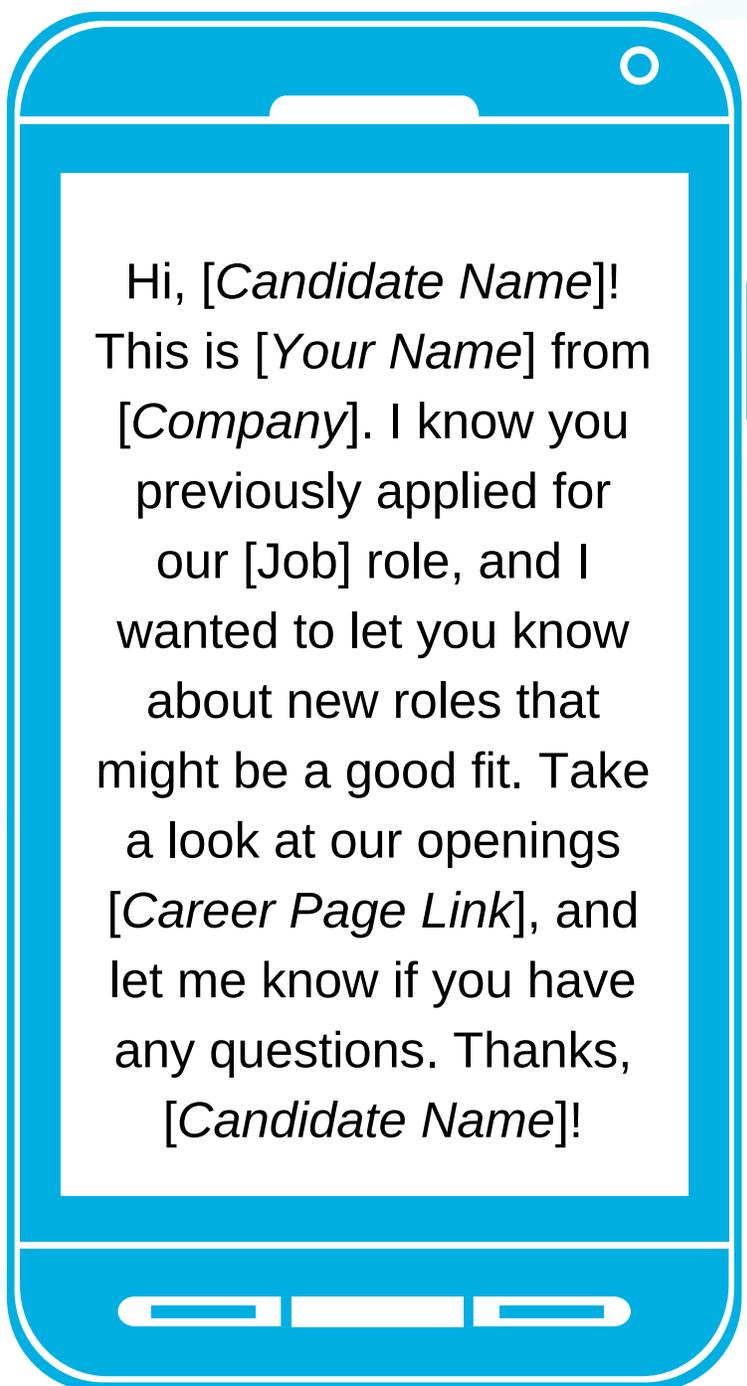
Hi, [*Candidate Name*].  
Thanks for coming in  
today! It was great  
meeting with you. As  
mentioned, look out for  
next steps by [*Date*], and  
let me know if you have  
any questions in the  
meantime. Have a great  
rest of your week!

## Assessment Reminder

A blue-outlined graphic of a smartphone with a white screen. The screen contains the text of the assessment reminder. The phone has a camera lens at the top and a home button at the bottom.

Hi, [*Candidate Name*]. I just sent over a link for an online assessment for the [*Job*] role. Please complete this by [*Date*], and let me know if you have any questions. Have a great day!

## Re-Engaging with Past Candidate

A blue-outlined graphic of a smartphone with a white screen. The screen contains text. In the background, there are faint, light blue speech bubble icons.

Hi, [*Candidate Name*]!  
This is [*Your Name*] from  
[*Company*]. I know you  
previously applied for  
our [*Job*] role, and I  
wanted to let you know  
about new roles that  
might be a good fit. Take  
a look at our openings  
[*Career Page Link*], and  
let me know if you have  
any questions. Thanks,  
[*Candidate Name*]!



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READY TO  
INCORPORATE  
THESE TEMPLATES  
INTO YOUR  
WORKFLOW?

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