**Downloadable template**

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| *Subject:* Your interview at [Company name], |
| Dear [Candidate’s name], |
| Thank you for scheduling your interview. Your interview slot is as follows: |
| **Date:** [Day of the week], [Date], at [Time] |
| **Location:** [Location selected in the form] (A calendar invite will follow with details) and link to Google maps. |
| **Length:** [number] minutes [with break - delete as appropriate] |
| **Interview Panel:** [Name (Role)], [Name (Role)] and [Name (Role)]. |
| **Format:** The [Type of session] will be in a [describe how you will run the session, e.g. question-and-answer, task based] format. [Describe the session in a bit more detail]  [Add in at least two example questions]  You'll be able to raise questions and subjects for discussion. |
| **Preparation:** [Describe any preparations the candidate might need to do] |
| **Summary of options selected in the scheduling form:** [Describe any other requirements selected by the candidate and respective next steps.] |
| **On the day:** [Describe any instructions the candidate might need to get to the building, what to do if they have issues arriving or how to join the virtual meeting.] |
| **Next steps:** [Describe any next steps and reminders they will receive before the interview.] |
| You can make changes to your scheduling form within the next 48 hours by using the following link:  [Link to form]  If you require any changes after that, get in touch via [X]. If you are disabled or have additional requirements with regard to interview arrangements, please add them to the scheduling system or let me know directly. |
| Please do contact me if you have any queries in the meantime.  Kind regards,  [Name of hiring manager or person responsible for answering questions]  [Role, Phone number, Company name] |