

Scheduling an Interview Sample Script

Hello [Candidates Name],

I am reaching out to schedule an interview for the [Position] on [Date] at [Time]. Would this time work for you?

If not, suggest another time.

Date: _____ Time: _____

The interview will take place at [Location/Zoom Meeting] and you will be interviewing with [Hiring Managers]. As part of our hiring process, we will need you to please bring 2 professional references to the interview.

I will send a confirmation email to you with the interview details.

Confirm candidates' email: _____.

Thank you, we look forward to meeting with you.

Example of email to confirm interview:

Hello [Candidate],

This is a confirmation of your interview for the [Position] with [Organization].

The interview details are below:

Date: Friday, Mar 22, 2024

Time: 3:00 PM - 4:00 PM

Location/Interview Link: Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Interview Panel:

· [Manager]. [Position]

· [HR], [Position]

References: Please have your list of 2 professional references ready to be provided in the interview.

If you require a cancellation for your interview, please let me know as soon as you can!

Kindly reply to this email with your confirmation.

Regards,

(Signature)

