

Interview invitation email template

Invite a candidate to interview with every detail they need: format, time, people, and how to prepare.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Use this when a candidate has cleared screening and you are ready to book a phone, video, or onsite interview. The invitation is the first email where the candidate is clearly in the running, so they will read every word, often more than once, and forward it to whoever is helping them prepare.

A good invitation answers the questions candidates are too polite to ask: How long will this take? Who will I meet? Should I prepare anything? What should I wear? Is there parking? Leaving those out creates nervous follow-up emails and no-shows. If you schedule interviews often, a self-scheduling tool lets candidates pick a slot, which cuts days out of the process.

Version 1: Video interview with self-scheduling

SUBJECT Interview invitation: [Job title] at [Company]

Hi [Candidate first name],

Thanks for your interest in the [Job title] role. We enjoyed reading your application and would like to invite you to a [30/45/60]-minute video interview with [Interviewer name], our [Interviewer title].

Please choose a time that works for you here: [Scheduling link]. Slots are open through [Date].

What to expect:

- The interview will be on [Zoom/Teams/Google Meet]. The link will be in your calendar invitation.
- [Interviewer first name] will ask about your experience with [Two or three topics], and leave time for your questions.
- You don't need to prepare a presentation.

The pay range for this role is [Pay range]. If you need an accommodation for any part of the interview, reply to this email and we will arrange it.

Looking forward to talking with you.

[Recruiter name]
[Title], [Company]
[Phone]

Version 2: Onsite interview

SUBJECT Your onsite interview with [Company] on [Date]

Hi [Candidate first name],

We would like to invite you to an in-person interview for the [Job title] position.

When: [Day, Date] at [Time] [Time zone]. Plan for about [Length].

Where: [Street address, floor or suite]. [Parking or transit details.]

Who you will meet:

- [Name], [Title]

- [Name], [Title]

When you arrive, check in at [Reception or location] and ask for [Contact name]. Dress is [Business casual or other guidance]. Please bring [Portfolio, ID, or nothing extra].

Please reply by [Date] to confirm this time works. If you need an accommodation, or if anything in this plan is a problem, let me know and we will adjust.

[Recruiter name]

[Title], [Company]

[Phone]

Subject lines to try

- Interview invitation: [Job title] at [Company]
- Let's talk about the [Job title] role
- Next step: interview with [Interviewer name]
- [Candidate first name], can we schedule your interview?
- Your onsite interview with [Company] on [Date]

How to personalize it

- List every interviewer by name and title so the candidate can look them up.
- Say what the interview will cover, at least at the level of topics.
- Mention the pay range if your state requires it or if it hasn't been shared yet.
- For onsite interviews, include the exact entrance, parking, and the name of the person who will greet them.

Mistakes to avoid

- Sending a calendar invitation with no context or written email.
- Offering a single time slot with no alternative.
- Forgetting the time zone for remote candidates.
- Asking for references or salary history in the invitation.

Legal and compliance notes

Always tell candidates how to request an accommodation. The Americans with Disabilities Act covers applicants, not only employees, and a simple line in the invitation makes it easy for someone to ask. If you plan to use an AI tool to assess the interview, New York City's Local Law 144 requires notice to candidates in the city at least 10 business days before the tool is used. Several states and cities also restrict questions about salary history, so keep that out of the invitation and the interview. Our AI in recruiting guide explains the notice rules.

When to send it

Send it within two business days of deciding to move forward. Strong candidates are usually talking to other employers, and a week of silence between screening and invitation is where many of them drop out. Give at least two or three days of notice for video interviews and more for onsite visits that need travel.

Before you hit send

- The job title, pay range, and dates match what is in your applicant tracking system.
- Every placeholder in brackets has been replaced or deleted.
- Candidates who will be interviewed or assessed are told how to request an accommodation.
- Nothing in the message comments on age, family, health, or other protected characteristics.
- A real person is named as the contact, with a reply address someone checks.

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