

Email Template #1 - Notifying candidates your recruitment is on hold

Hi {Insert First Name}

Thank you very much for taking the time to submit an application for the role of {Open Role Job Title} with {Company Name}.

At {Company Name} we're taking the COVID-19 pandemic very seriously. We've decided that for the safety of our employees involved with recruitment and onboarding, as well as our organization as a whole, the best course of action is to temporarily suspend our recruitment efforts for our {Open Role Job Title} role.

This doesn't mean that we are no longer recruiting for this position but instead means we will not be proceeding with the applications we've received so far until the global health crisis has subsided. You won't have to submit another application for this position at a later date as we will use the one that you've already provided for this role when we are ready to recommence with its recruitment.

In terms of timelines, you can expect an update from us in roughly one month's time. Though we may not be in a position to recruit by the time of our next update we will be able to give you more specific information in regards to our overall recruitment process going forward.

We understand that automated emails can sometimes leave questions unanswered so if you'd like any further information please feel free to reach out to us on the number below.

Kind Regards,
{Sender Name}

{Sender's Signature}

Email Template #2 - Switching to online video interviews

Hi {Insert First Name}

After reviewing the application you submitted for the role of {Open Role Job Title} with {Company Name} our recruitment team would like to invite you for an interview, congratulations!

In the interest of protecting the health of both our current employees and you, we will be carrying out this interview over the internet as a video call which will still allow for a face to face meeting. This will enable us to carry out our interview process as we normally would while still ensuring both your safety and the safety of our team.

Please click the link below to select an interview time slot that best suits your availability.

{Link to calendar or booking mechanism}

Your interviewer will reach out to you to conduct the interview via a video call at the time that you've selected. If you are unable to select a suitable time or have any other concerns or questions in regards to conducting your interview in this manner, please reply to this email so that we can assist you.

In terms of the interview itself, even though it will be occurring as a video call it will still be exactly the same as a standard face to face interview. We will ask you questions about your experience and why you think you're the best candidate for this position as well as answering any questions you may have about the role or our organization.

We're looking forward to meeting with you virtually.

Kind Regards,

{Sender Name}

{Sender's Signature}

Email Template #3 - Growing your talent pool

Hi {Insert First Name},

{Company Name} is committed to making a positive difference for our community during the current world health crisis as well as helping those that may currently be looking for employment. Right now we need as many skilled people as possible to help our organization, and the people who rely on us, to navigate the challenges presented by COVID-19.

Currently, we have a wide range of roles available across multiple different departments. These roles are available on a full time, part-time, and casual basis. If you're a passionate, team player that is ready for a new role, or you know someone else that is, then we want to hear from you.

By completing the application found at the link below you'll join our talent pool. Based on the information you supply in your application, one of our hiring managers will be in touch once they have a suitable role available.

{Link to open job}

Kind Regards,

{Sender Name}

{Sender's Signature}