



Invitation to Interview Email Templates

First Interview – Video or Phone

Subject Line: Colorado College: Invitation to Interview for [Job title]

Body:

Dear [Candidate's first name],

Thank you for your interest in Colorado College. We have reviewed your application for the [Job title] and would like to invite you to an interview to tell you more about the position and to get to know you better.

The interview will be [via Microsoft Teams/ via zoom / via phone] and will last approximately [30 minutes /45 minutes].

Please select all the following times below that you are available, and I will get back to you with a confirmed interview time. If you are not available any of these times, include days and times you are.

[Day, Time 1]

[Day, Time 2]

[Day, Time 3]

We look forward to speaking with you.

Sincerely,

[Your name]

Second Interview – On Campus

Subject Line: Colorado College: Invitation to Campus Interview for [Job title]

Body:

Dear [Candidate's first name],

Thank you for taking the time to discuss the [Job title] position at Colorado College. We enjoyed learning more about your background and appreciate you taking the time to share your qualifications.

We would like to invite you to a second interview on campus in Colorado Springs with our search team. Would you be available on [date and time/range of dates and times]? Please let me know if another date and time would work best for you.

We look forward to meeting with you again.

Sincerely,
[Your name]

For exempt positions only and if the candidate is not local (lives over 50 miles away) include:

We would like to invite you to a second interview on campus in Colorado Springs with our search team.

As you currently live out of state, CC will cover the cost of the trip including airfare, ground transportation, lodging, and food.

Or...

As you currently live more than 50 miles away from campus, CC will cover your mileage for transportation at the current IRS rate. **If the candidate lives over 3 hours away and is driving, CC will cover lodging and food.**

Please let me know what dates would work best for travel and we can begin planning.

Interview Confirmation Email Templates

First Interview – Video or Phone

Subject Line: Interview Confirmation with Colorado College for the [Job title] Position

Body:

Hello [Candidate's first name],

I am pleased to confirm your interview for the position of [Job title]. During this meeting, we will [outline the format of the interview and mention possible topics] Below are the details of your interview:

When: [Date and time] - the estimated duration is [30/45] minutes.

Where: The interview will take place via Microsoft Teams/Zoom. Please use the link below to log into the interview. If you have not used Microsoft Teams/Zoom before, please give yourself some time to get set up.

<Insert Link>

This interview will take place via phone. We will call you at [Candidate's phone number] at [Time].

Who: [List search team's names and positions]

Individuals who would like to request accommodations to ensure their ability to fully participate in the interview process may reach out to Missy Liu at mliu@coloradocollege.edu.

Feel free to contact me if you have any questions.

We look forward to meeting with you and discussing this great job opportunity at Colorado College.

Kind regards,
[Your name]

Second Interview – On Campus

Subject Line: Second Interview Confirmation with Colorado College for the [Job title] Position

Body:

Hello [Candidate's first name],

I am pleased to confirm your second interview for the position of [Job title]. During this meeting, we will [outline the format of the interview and mention possible topics] Below are the details of your interview:

When: [Date and time] - the estimated duration is [30/45] minutes.

Where: [Full address, include a link with the specific location on the map and/or directions]

Who: [List search team's names and positions]

[Provide any additional information such as where to park, how to enter the building, who to ask for, etc.]

Individuals who would like to request accommodations to ensure their ability to fully participate in the interview process may reach out to Missy Liu at mliu@coloradocollege.edu.

If you have any questions, please reach out.

We look forward to seeing you again.

Kind regards,
[Your name]

Rejection Email Templates

After Zoom Interview

Subject: Thank you for interviewing with Colorado College

Body:

Dear [candidate name],

Thank you for taking the time to apply to Colorado College. I am emailing to let you know that unfortunately you will not be moving forward in the hiring process for the [position].

It was a pleasure meeting you and getting to know more about you and your experiences. Colorado College receives many high-quality candidates, and this was not an easy decision to make.

Should you come across other positions you are interested in at CC, we hope you'll consider applying.

We wish you all the best in your job search and future professional endeavors.

Kind regards,
[Your name]

After Campus Interview

Subject: Thank you for interviewing with Colorado College

Body:

Dear [candidate name],

Thank you for taking the time to apply to Colorado College. While we were impressed with your qualifications, unfortunately, we've decided to move forward with other candidates whose skills and experience better meet our needs at this time. Colorado College receives many high-quality candidates, and this was not an easy decision to make.

We sincerely appreciate your interest in Colorado College and hope that you'll stay in touch. Should you come across other positions you are interested in, we hope you'll consider applying. To stay up to date on current job openings, we encourage you to sign up for job alerts [here](#).

We wish you all the best in your job search and future professional endeavors.

Kind regards,
[Your name]

Rejection Phone Call

Use this [link](#) for a guide on making rejection phone calls to candidates.