

Email Template – Recruitment is on hold

Subject line: Our recruitment is currently on hold

Hi {FIRSTNAME},

Thank you for taking the time to submit your application for the role of {JOB_TITLE} with (Organisation Name).

We have thoroughly reviewed your application and understand the effort you have taken to apply. We appreciate your interest in this position. Due to the current circumstances of the COVID-19 pandemic, we are unable to move forward at this stage, but we would like to stay in touch and potentially re-connect in the future. If you would prefer not to be contacted, please reply to this email and we will update our records accordingly.

If you'd like to join our mailing list, you can do so here: (Link to subscribe to Job Alerts). We'll keep you updated about our organisation and upcoming roles, and of course, we'll never share your details with any third parties.

Stay safe.

Kind regards,

{USER_FIRSTNAME} {USER_LASTNAME}

{USER_PHONE}
{USER_EMAIL}

If you need help sending this template, contact your Account Manager at Employment Office on 1300 366 573

Email Template – Inviting candidates to a video interview

Subject line: Invitation for video interview

Hi {FIRSTNAME},

Congratulations! You have made it to the next stage of the recruitment process for {JOB_TITLE} with (*Organisation Name*).

(*Organisation Name*) is committed to social responsibility and our team is therefore practicing physical distancing. As a result, your interview will be conducted over video. Please visit the link below to select a timeslot:

{INTERVIEW_URL}

If you can't see a suitable time, please reply to this email.

Shortly after choosing a timeslot, you will receive a confirmation email which will include the web link invitation. Please accept the invitation and check that your device is compatible with the software.

Handy hint: it is always good practice to check your audio (microphone & speakers), camera and internet connection beforehand.

Please be ready to accept the call at our starting time and treat this call as if you were meeting with us in person. For instance – dress appropriately, take note of what is visible behind you, have appropriate lighting, reduce any background noise and find a stable place for your device.

We look forward to meeting with you and if you have any questions about the process, please feel free to reach out.

Kind regards,

{USER_FIRSTNAME} {USER_LASTNAME}

{USER_PHONE}

{USER_EMAIL}

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Email Template – Inviting candidates to a video interview

Subject line: {FIRSTNAME}, would you like to join our talent community?

Hi {FIRSTNAME},

In this unprecedented time, the COVID-19 pandemic is impacting the health of our loved ones, the organisations we rely on, the health of the global economy, and the way we live our daily lives.

As we continue to navigate these unique and evolving challenges, (*Organisation Name*) is committed to recruiting as soon as possible to bring Australians back into employment.

If you, or someone you know, are one of the people who have recently joined the job market and would like to be notified of the roles that we have available, please **register your information with us here** (*Insert link to Talent Pool/Expression of Interest form*) and we'll be sure to send you any available roles that come up that may suit your skillset.

Kind regards and stay safe,

{USER_FIRSTNAME} {USER_LASTNAME}

{USER_PHONE}
{USER_EMAIL}

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