

What to Say When a Candidate Gets Back to You

You want to get back to someone as soon as possible. Timing is everything in recruiting. They don't have to feel automated, yet they are. Commonly, a person will require the same response but slightly modified. No need to type it out fully each time. Remember, you want to be authentic and genuine, but you also need to be efficient.

When someone tells you they are happy where they are

Hi (Candidate Name),

I am happy to hear everything is going well at (Company Name). If you know anyone taking a look around, let me know. I give \$X amount for each successful referral. Keep in touch, and have a great week.

Insert Your Signature

When someone says they are interested

Hi (Candidate Name),

Great to hear from you. (Answer whatever questions they have.) Are you interested in talking to (Company Name)? Do you have an updated resume?

I would love to talk further. Does (Enter your availability) work for about (Length of conversation)? I can then get you in touch with the hiring manager.

I'm happy to answer any additional questions.

Insert Your Signature

Cold connection request on LinkedIn

Hi (Candidate Name),

Not sure how things are going at (Company Name) but thought we should connect either now or in the future. I work with a few high-profile, high-growth companies, and a few smaller gems when you're ready.

Have a rockin' week!

Insert Your Signature

When connection accepts your LinkedIn request

Hi (Candidate Name),

It's great to connect with you. (Add something personal about their profile or a common interest you see. How are things at Google?) In case you are peeking around, check out the blank company. They could use your Python knowledge and leadership experience.

Regardless, I would love to know more about you and stay in touch when you're ready to take a peek around. I am always happy to tell you more and help where I can.

Insert Your Signature

When a Candidate tells you they were accepted somewhere else before they made it to the final round interview

Hi (Candidate Name),

Congratulations, I am super excited for you! Who is the lucky company? It's been a pleasure to work with you. Good luck, and keep in touch. Also, if you know anyone that is looking around, please let me know. I give X amount for each successful referral. Keep in touch, and have a great week.

Insert Your Signature

