

- THE FOLLOW UP -

Timeframe: To send immediately after someone sends you the code word

Hi (name),

Thank you for your interest. It's great to meet you

Here's the next step in the process.

Can you send your application to *(insert email address)* with the following:

- (1) Your updated CV.
- (2) A video of yourself answering the questions below.

1. Who are you, what are you currently doing, tell us a little about your background?
2. What are your key strengths?
3. What can you bring to my team?
4. Why my company needs you over someone else that is applying?

Please use the subject line "Application".

One of our core values is speed.

So - please ensure that you get your CV and video to me by *(insert day date time give them between 48 -72 hours to complete this task).*

Once we receive your application, we will advise where to from there.

Thanks,

(insert your name here)

MESSAGE FOR A SUCCESSFUL APPLICANT TO PROGRESS TO A PHONE INTERVIEW

Hey (name),

Thanks for sending through your video application.

We would love to organise a phone interview with you to discuss the role with you further.

Here is a link to my diary to schedule a time that suits you best:

(insert booking link)

If none of the times suit, just send me a message back and I'll find an alternative for you.

Thanks,

(name)

MESSAGE FOR UNSUCCESSFUL APPLICANTS

Hi (name),

I'd like to thank you for sending through your video and taking the time to go through our application process.

We have been overwhelmed with the number and quality of applicants and we wish to advise that on this occasion you have not been successful for the role of *(insert role title here)*.

Our team will retain your details on our database unless you advise us otherwise.

Should we advertise for any positions in future that you feel you meet the requirements, please do not hesitate to apply.

We wish you every success in your future endeavors.

Regards,

(name)