

**Rethinking Recruitment for Tourism**

**Invite to Phone Screening**

**A Template**



**Invite to Phone Screening - A Template**

INSERT DATE

Private & Confidential

INSERT NAME

EMAIL ADDRESS

Dear INSERT NAME,

I am contacting you in relation to your recent application for INSERT POSITION. I would like to arrange a phone screening interview with you.

Role: INSERT TITLE

Date: INSERT DATE

Time: INSERT TIME

Interviewer INSERT NAME, INSERT TITLE

Type of Interview: Questions relating to your past employment experience and your interest in the role.

If you need to cancel, I kindly ask that you do this in advance to facilitate our diary in the office.

If you have any questions, please do not hesitate to contact me directly in the office on INSERT NUMBER or via email.

Please confirm your availability to attend by SMS text to INSERT NUMBER.

Warm regards

INSERT NAME

INSERT TITLE