

A young Black woman with glasses and curly hair is shown in profile, looking towards the right. She is wearing a blue top and a necklace. In the background, the back of another woman's head with long dark hair is visible. The scene is brightly lit, suggesting an office or professional setting.

# ***How To Invite Candidates To Interview***

***Hints, Tips and Value from Hargreaves Recruitment  
that will really help with your recruitment process***

# ***HOW TO INVITE CANDIDATES TO INTERVIEW***

This seems pretty straightforward, right?

Wrong! I've seen so many candidates fall at the first hurdle because they weren't given the right information before their interview.

A million one things can go wrong when you are inviting candidates to an interview and communication is key when going through this section of a recruitment process.

Here are three things I would advise when inviting candidates to an interview:

Make sure on the interview confirmation, that the candidate has been provided the following.

- The job description
- What to expect on the day
- Any preparation they need to do.
- The name of the person who is interviewing them
- Links to your website and all your social media platforms

I would always confirm the interview straight into the Hiring Manager's calendar. The "how to recruit" course was designed to give businesses back control of their recruitment.

The programme is perfect for businesses that attract talent into their business but want to learn more about recruitment and it's also beneficial for businesses that already have a recruitment department but for some reason, it's just not performing.

The "How To Recruit" course is an online learning programme, with lifetime access that teaches you everything that you need to know about recruitment, attraction strategies, interviewing and onboarding.

It's interactive, and easy to follow and there are a tonne of templates that you can download and use every day in your recruitment practice.

<https://hargreavesrecruitment.com/course/how-to-recruit/>