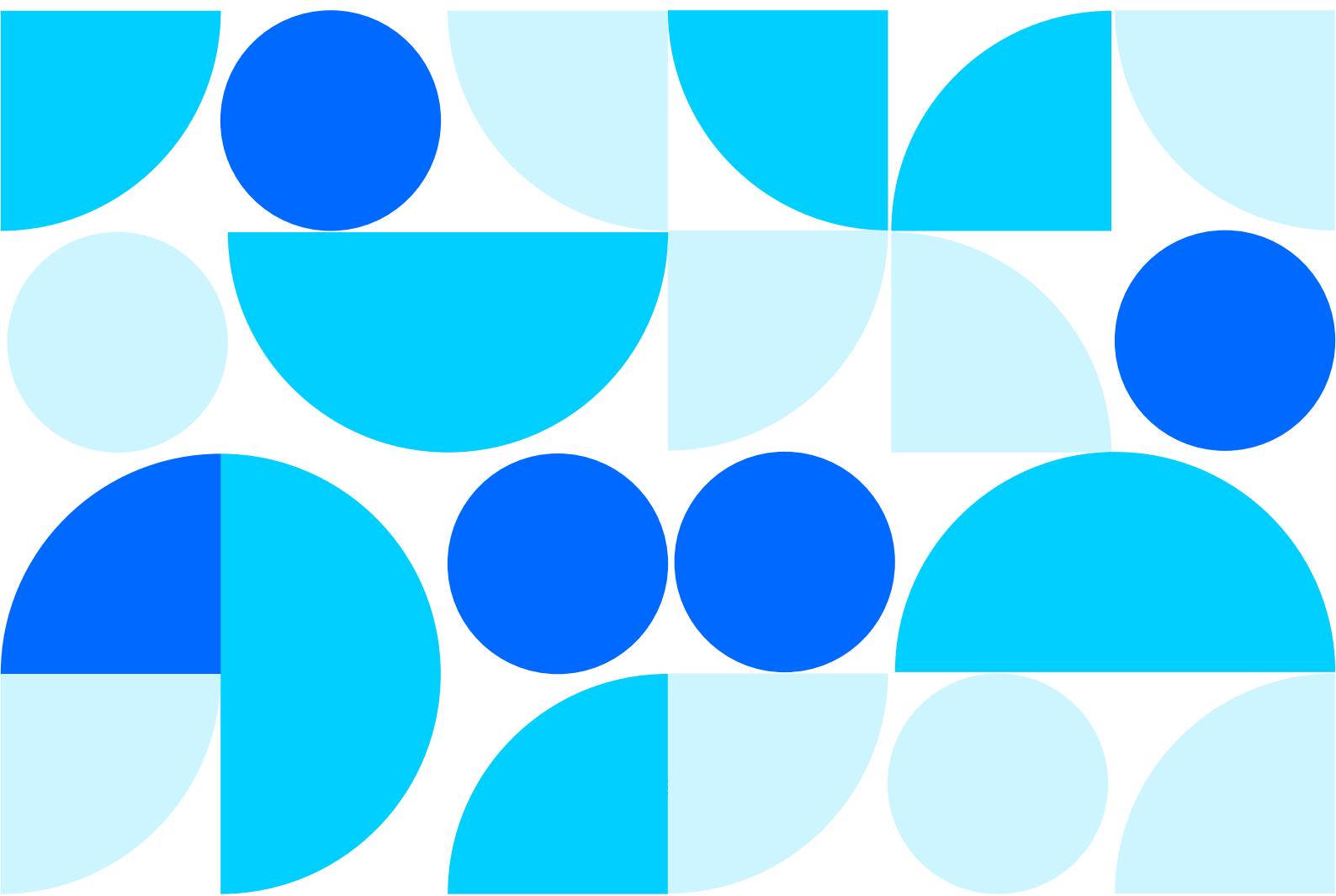




Quick Start: Invitation Email Templates



Introduction

Hire Insight has been designed to be easy-to-use and highly flexible. During your demo you'll have seen some great examples of how to make Hire Insight work for you.

Hire Insight is designed to make the recruitment process simpler and a more enjoyable experience for all users. We have developed a suite of templates which you can use to get you started with introducing Hire Insight to your candidates and clients.

In our experience, introducing the platform to users in this way encourages a positive response and ensures a good understanding of its purpose. Over time you will probably fine-tune your communications, however these templates will get you up and running without delay.

Good luck!

Client Invitation

Business Address

Date

Dear **ClientName**,

I'm pleased to confirm that we have completed the candidate identification and assessment stage of **XXX** campaign. Each candidate has completed a variety of screening tools.

The next step is for you to review a complete suite of information about each candidate. The purpose of this thorough screening process is to de-risk the hiring process and enable you to make confident hiring decisions.

Using our candidate assessment process and Hire Insight we achieve a 96.8% two-year retention for new hires which is well above the average of 54%.

To login to Hire Insight:

1. Click <https://AGENCYNAME.hireinsight.io/>
2. Enter your email address (the one on which you received this email)
3. Enter the time-limited login code you will receive on the next page
4. Enter your personal secure area. You may login as many times as you like to view candidate details.

Hire Insight is entirely secure and confidential using the latest technology to store and encrypt all information.

If there is anything you would like to discuss further please don't hesitate to get in contact.

Warm regards,

RecruiterName

Stakeholder Invitation

Business Address

Date

Dear **StakeholderName**,

We've not met, so to explain why I'm in contact – **ClientName** gave me your details in relation to the recruitment of **XXrole**. Our philosophy at **AgencyName** is to deliver a recruitment process that facilitates the following:

- An experience for candidates that demonstrates the hiring company is highly professional and a good employment prospect
- Providing a suite of information to the hiring company about each candidate so that they are able to assess them on a number of factors over and above their CV.

Using our candidate assessment process and Hire Insight we achieve a 96.8% two-year retention for new hires which is well above the average of 54%.

To login to Hire Insight:

- 1.Click <https://AGENCYNAME.hireinsight.io/>
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Hire Insight is entirely secure and confidential using the latest technology to store and encrypt all information.

If there is anything you would like to discuss further please don't hesitate to get in contact.

Warm regards,

RecruiterName

Stakeholder McQuaig Survey Invitation

Business Address

Date

Dear **StakeholderName**,

We've not met, so, to explain why I'm in contact – **ClientName** gave me your details in relation to the recruitment of **XXrole**. Our philosophy at **AgencyName** is to deliver a recruitment process that facilitates the following:

- An experience for candidates that demonstrates the hiring company is highly professional and a good employment prospect
- Providing a suite of information to the hiring company about each candidate so that they are able to assess them on a number of factors over and above their CV.

To achieve this we use a Behavioural Traits Assessment from McQuaig. It's designed specifically for recruitment and has several very helpful features:

- It makes a comparison between the candidates preferred way of behaving and how they are currently behaving at work (this helps to reveal their true motivations for considering a new role)
- It provides a strengths & gap analysis on how they sell (or influence), their learning style, their leadership style, their team approach, and more. You also receive tailored behavioural questions to ask them during the interview
- Finally it includes the guidance of the manager and peers of the role being recruited. Each person is asked to complete a 'Job Survey' where you provide your input on the preferred behaviours sought in the candidates. This helps us to shortlist candidates more likely to match your behavioural traits expectations.

You can read more about it here <https://blog.mcquaig.com/recruiting-with-the-mcquaig-word-survey>

This is where you come in. I will soon send you an invitation to complete an online questionnaire. This should take you between 10 - 15 minutes.

There are instructions on what to do in the covering email invitation, however, if you have further questions please feel free to contact me.

If you've not seen the invitation by the end of today, please have a look in your junk mail folder - it'll come from the email address noreply@mcquaig.com

It would be helpful to our candidate screening process if you could find time to do this by end of play next **deadline**.

Kind regards,

RecruiterName

Candidate Hire Insight Invitation

Dear [CandidateName](#),

Thanks again for your time, it was a good conversation !

I'm pleased to invite you to submit your application for the [NameofRole](#) role with [NameofEmployer](#).

You may have used our candidate portal previously, or perhaps it's unfamiliar.

Either way, you will find it simple to use, and rest assured the time you spend will elevate your chances of success.

HireInsight allows employers to see more information about you, enabling them to make an informed decision, and de-risking your next career move. We achieve a 96.8% two-year retention for new hires which is well above the average of 54%.

Click <https://youragency.hireinsight.io/> to link directly to HireInsight, allow yourself some uninterrupted time and take the next steps with your application.

To gain access enter the email address you have received this email on and a time-limited login link will be sent to you. Click this and you'll be taken to your personal secure area. You may login as many times as you like to complete your application.

It is entirely secure and confidential using the latest technology to store and encrypt your information.

I have also sent you an invite to complete the McQuaig Behavioural Traits Assessment I mentioned. If you have not seen this by now, please check your junk mail folder. For information, you cannot pass or fail the assessment and we will arrange a follow up feedback session at the end of the process.

If there is anything you would like to discuss further please don't hesitate to get in contact.

Kind regards,

[RecruiterName](#)