

Remote Screening Steps for Potential Hires

Dear [Candidate's Name],

We are excited to inform you that you have been selected to proceed with the remote screening process for the [Job Title] position at [Company Name]. Below are the steps you will need to follow:

Step 1: Online Assessment

Please complete the online assessment available at the following link: [Assessment Link]. The deadline for completion is [Deadline Date].

Step 2: Virtual Interview

Once we receive your assessment results, we will schedule a virtual interview. Please let us know your availability by responding to this email.

Step 3: Reference Checks

If you successfully pass the interview, we will conduct reference checks. Please prepare a list of references, including contact information, to share during the interview.

Step 4: Final Offer

After all screenings are complete, we will make a final decision and extend an offer, if applicable.

If you have any questions or need further assistance, feel free to reach out. We look forward to your participation in this process!

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]