
ROLES AND RESPONSIBILITIES EMAIL TEMPLATE

Hi {HIRING MANAGER},

Thanks for taking the time to chat today about {ROLE}. I know it was a lot of prep work, but all the information we've laid out will definitely help us find the best person for your team!

So, here's what I'm going to do now...

- Use what I learned today to build out the interview plan by {DATE}
- Create a job ad to post on our careers page
- Build custom questions for {SPECIFIC INTERVIEWS} by {DATE}
- Sync with the interview team to ensure that we're all aligned

Here's what I need from you...

- Log into Greenhouse and build out custom questions for {SPECIFIC INTERVIEWS} by {DATE}
- Create the take-home exercise by {DATE}
- Review the complete interview plan and job description once each of our pieces is complete

As soon as we're able to put all of this info into a solid interview plan, I'll route the job for approval so that it can be posted live!

Let me know if you have any questions, or if you think we'll have to adjust any of our target dates.