

HR recommends sending email communication to all candidates who have been scheduled for an interview (phone or in-person) as a follow up to the verbal arrangements. The following checklist will assist you in providing all the pertinent information to help the candidate prepare for the interview.

### Situation: Confirmation email for a phone interview

#### Checklist

- Greet the candidate.
- Include opening paragraph that states the purpose of the email.
  - Reference any documents for the candidate's review.  
(Best practice: Attach the position's job summary and the "Exceptional Benefits" document.)
- State the position title for which the candidate will be interviewing.
- Provide interview details:
  - When the interview will occur (date and time)
  - Where you will contact the candidate (confirm candidate's phone number)
  - Who will be involved in the interview (names and titles of interviewers)
- Close the email by providing the candidate with your contact information.

#### Example:

*Dear (candidate name),*

*I would like to confirm your phone interview for the Staff Support Associate II position. Below are the details for your scheduled interview. I have also attached the job summary that was posted on the UK Jobs website as well as our Exceptional Benefits document which highlights UK's employee benefits.*

*Position: Staff Support Associate II – (SC544342)*

*When: Monday, February 13, at 2 p.m. – interview scheduled for 30 minutes*

*Where: Phone Interview – I will call you at (XXX) XXX-XXXX*

*Who: Suzy Wildcat, UK Spirit Squad Supervisor*

*I look forward to discussing this opportunity with you in more detail on Monday, February 13. If you have any questions, please don't hesitate to contact me at (XXX) XXX-XXXX.*

*Take care,*

*Suzy Wildcat*



## Situation: Confirmation email for an in-person interview

### Checklist :

- Greet the candidate.
- Include opening paragraph that states the purpose of the email.
  - Reference any documents for the candidate's review. (Best practice: Attach the position's job summary and the "Exceptional Benefits" document.)
- State the position title for which the candidate will be interviewing.
- Provide interview details:
  - When the interview will occur (date and time) and who will greet and escort him/her to the interview.
  - Location information including address and parking details.
  - Who will be involved in the interview (names & titles of interviewers)
- Close the email by providing the candidate with your contact information.

### Example:

*Dear (candidate name),*

*We are looking forward to meeting you to discuss the Staff Support Associate II position. Below is the information you will need for your interview on Monday, February 20.*

#### **Position: Staff Support Associate II – (SC544342)**

#### **When: Monday, February 20**

*9:20 a.m. – Check in at the lobby in Scovell Hall (Employment Customer Service) and ask for me.*

*9:30-10:30 a.m. - Interview with Manager Panel*

*10:45-11:45 a.m. - Interview with Team Panel*

#### **Where: University of Kentucky – Scovell Hall (670 South Limestone Street 40546)**

*Scovell Hall is located on the corner of Huguelet Drive and South Limestone Street. There is a small parking lot on Huguelet Drive with metered parking spaces. Please park in an available parking space (bring a few quarters to feed the meter for the first 45 minutes). Enter the building and proceed upstairs to the lobby. Here you will let the front desk (Employment is located on the left side) know that you are here for the Staff Support Associate interview. The front desk staff will confirm what park-ing space you are in and they will feed the meter for you while you are in your interview.*

#### **Who: Interviewers**

*Manager Panel:*

*Suzy Wildcat, Direct Supervisor – UK Spirit Squad*

*Stitches Itches, Team Lead – UK Spirit Squad*



*Team Panel:*

*Joe Blue, Safety Coordinator – UK Spirit Squad*

*John White, Staff Support Associate – Spirit Administration*

*Ellen Cats, Quality Assurance Associate – Academic Administration*

*If you have any questions, please don't hesitate to call me at (XXX) XXX-XXXX.*

*Take care,  
Suzy Wildcat*

