

Resource 6-6: Conversations for Scheduling an Interview

- Email or call the candidate
- Introduce yourself by providing your full name, University of Kentucky, and unit.
- Clarify reason for the email/call (to schedule a Skype/phone/on-campus interview for the position of [position title])
- Confirm with candidate that he/she is available to speak
- Schedule a date and time to conduct the interview
- Inform candidate who will be involved in the interview and the interview duration
- If applicable, ask the candidate what number to contact him/her for the interview
- Confirm candidate's email address
- Inform candidate that a confirmation email will be sent with logistical details (see below for examples)
- Provide candidate with your contact number in case he/she needs to reach you
- Thank the candidate