

Resource 6-7: Candidate Interview Confirmation Email for Phone/Skype Interviews

Subject: Skype/Phone Interview Confirmation: University of Kentucky

Dear (Candidate Name):

I am pleased to inform you that you have been selected to participate in a Skype/phone interview for the position of (name of position) in the (name of unit) at the University of Kentucky. The confirmed interview information is listed below.

- Date: (state date)
- Time: (state time of call, be aware of time zone differences)
- Participation instructions: (list instructions for candidate to join the call or Skype. For instance: a hyperlink, teleconference number, access code, etc. or let the candidate know to anticipate a call from you)
- Participants: (list participating interviewers)

It is the policy of the University of Kentucky to provide reasonable accommodations for individuals with disabilities who are candidates for employment. Please let us know if you require any accommodation.

I look forward to the interview.

Sincerely,

(Name of Search Committee Chair)
Chair, Search Committee