

Example Email Interview Confirmation (Virtual)

Subject: UC Davis, _____ (position title, e.g. Analyst II), _____ (department) - Interview Confirmation; Requisition _____

Dear _____,

Thank you for your interest in the _____ position with _____ at UC Davis. I write to confirm your interview for **Wednesday, _____ from 9:45 to 10:45 a.m. Pacific Standard Time.** Pursuant to our telephone conversation, a Skype interview has been arranged in order to provide a live virtual interview solution. The Skype ID is _____. Please contact our Skype ID at the beginning of your interview.

Please confirm your method for Skype is fully capable of both the visual and audio portions of your interview. If it is not, please notify me immediately as alternate virtual arrangements can be made. Further, in the event the committee needs to contact you, please provide your phone number(s) to me prior to and during your interview time, as well as your Skype ID for reference.

In the event that there is a problem with the virtual interview using Skype, please dial the toll-free number provided and continue your interview by conference call.

US Toll Free Number: 866-740-1260
Access Code: _____

Your interview with the panel is scheduled for an hour in duration. Panel members are:

- _____, Chair, _____ (title), _____ (department)
- _____, _____ (title), _____ (department)
- _____, _____ (title), _____ (department)
- _____, _____ (title), _____ (department)
- _____, _____ (title), _____ (department)

If you have not previously done so, please provide three professional references, either by responding to this email or by bringing them directly to your interview.

Please also provide information/examples of projects you were involved in and/or led, providing web links or electronic documents as appropriate. It is requested that this information be provided on or before Tuesday, 8/6. (Revise as appropriate). The samples are voluntary and will not be used as the sole determination in disqualification.

For your reference, I have also attached a copy of the full position description and organizational chart for your review. Please also take some time to review the UC Davis Principles of Community, located at <http://occr.ucdavis.edu/poc/>.

If you have any questions, please feel free to contact.....