**From:** Recruiter/Admin/Hiring Manager**/**Department Contact

**Title of Invite:** CMU Virtual Interview, [Position Title] – [Candidate Name]

**Date/Time:** *Select corresponding date and time of interview*

**Guests:** *Candidate, Members of CMU Interview Panel/Interviewer*

**Add Video Conferencing:** *Select Zoom option*

**Rooms/Location:** N/A

**INCLUDE IN DESCRIPTION SECTION OF INVITATION:**

**Candidate: [**Name**]**  
**Position:** [Title]

**CMU Interview Participant(s):**

* Name, Title, Department/Division
* Name, Title, Department/Division
* Name, Title, Department/Division
* Name, Title, Department/Division

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***Suggested attachments****:*

Copy of Interview Schedule/Agenda

Copy of Position Description or Job Advertisement/Link to Active Job Posting

Copy of Candidate Resume