**SEND TO CMU INTERVIEW PARTICIPANTS VIA EMAIL PRIOR TO INTERVIEWS (ON CAMPUS)**

**To: Interview Participants**

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

**CC: Department Recruiting Assistants(if applicable), Hiring Manager**

**Subject: [Position Title] – Interview Participation and Preparation**

Thank you for your willingness to participate in the interview process for [position title] within [Division]. At this time we have identified # candidates we would like you to meet with.

This round of interviews will be held in-person, on-campus, and will be [enter time allotment] in duration.

* **Interview Location Name and Address:** [enter here]

You should soon receive a calendar invite for each interview session, which will contain additional information.

For this round of interviews, [Name] will be serving as the **interview facilitator** responsible for greeting the candidate, initiating, and concluding the interview session.

In preparation for the upcoming interviews, I wanted to supply you with the following information.

**Attached you will find the following:**

* Interview Guide
* Candidate evaluation matrix
* Copy of the job advertisement/position description
* Candidate resume(s)

In effort to ensure positive, fair, equitable and compliant hiring process, we encourage all those involved in the interview process to familiarize themselves with interview best practices. Additional information can be found on the [Talent Strategy](https://www.cmu.edu/hr/career/managers/recruiting-staffing/interviewing.html) page or within the links below:

* [Interview Etiquette & Best Practices [pdf]](https://www.cmu.edu/hr/assets/recruiting/interview-etiquette-guidance.pdf)
* [Do’s and Don’ts of Interviewing [pdf]](https://www.cmu.edu/hr/assets/recruiting/interview-dos-donts-guidance.pdf)

Upon closure of the interview(s), please provide your feedback/ complete your candidate evaluation(s) within two business days. These can be sent to [hiring manager name] and [recruiter name].

Should you have any questions, please let me know.

Thank you,