**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.

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, and 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
* Copy of the job advertisement/position description
* Candidate resume(s)

To ensure a positive, fair, and effective 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,