**SEND TO CMU INTERVIEW PANEL PARTICIPANTS VIA EMAIL PRIOR TO INTERVIEWS (VIRTUAL):**

**To: Interview Panel Participants**

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

**CC: Department Recruiting Assistants (if appliable), 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 via Zoom and will be [enter time allotment] in duration. 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** and has been granted host capabilities. As interview facilitator [Name] will have the ability to let participants into the virtual session from the waiting room as they arrive and will be 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 and 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)
* [Virtual Interview Guidance [pdf]](https://www.cmu.edu/hr/assets/recruiting/virtual-interview-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,