***Sample Email to Candidate Ambassador***

Dear Name,

Thank you for agreeing to serve as a Candidate Ambassador for the Job Title search. Your role is essential to ensuring the candidate has the best possible experience during their on-campus visit.

A copy of the interview agenda is attached for your review. Please ensure to promptly pick-up the candidate from the origination location in order to arrive at the destination location on time. The interview event will begin at the time shown below.

Candidate Name: Dr. Ms. /Mr. First Last Name  
Origination Time/Location: 10:15 am, Lighty 401  
Destination Time/Location: 10:25 am, CUB 205  
Interview Event Start: 10:30 am, Stakeholder Group   
  
The following will assist you in this role:

(Insert Candidate Ambassador Tips)

Please do not hesitate to contact me if you have questions or concerns.

Thank you again for your assistance in showcasing Washington State University.

Search Chair

*(Note: Actual candidate agenda can be hyperlinked and candidate interaction tips can be inserted prior to Search Support sending email.)*