***Sample Email for Interview Event Participants***

Dear Name,

Thank you for participating in the Job Title search. Your participation is vital to ensuring the candidate has the best possible experience during their on-campus visit.

In this role, you will have the opportunity to meet face-to-face with a prospective candidate for an important position at our university. This is a time for you as a key stakeholder to learn more about the candidate’s professional experience and their vision for this position. It is also a time for the prospective candidate to meet with potential colleagues and learn more about our university community.

A copy of the candidate’s application resume/curriculum vitae and the interview agenda is attached for your review. Please ensure to arrive a few minutes prior to the interview event’s start time.

Candidate Name: Dr. Ms. /Mr. First Last Name  
Interview Event Start: 10:30 am, Stakeholder Group   
  
The following will assist you in this role:

(Insert Interview Event Participant 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.)*