Dear **Candidate Name**:

Thank you for meeting with the search committee during your recent interview. We enjoyed meeting with you and are pleased to move you forward as a top candidate for the **position title** position at Washington State University.

The next step in our recruitment process involves a professional reference and a background check for criminal history, education verification, and employment history. Once references and the background check have been successfully completed and reviewed, I will contact the finalist for an on-campus interview.  I anticipate on-campus interviews to be scheduled between **date** and **date**.

Next Steps

SAMPLE

* Provide the name, telephone number, email address and nature of your relationship for three (3) professional references no later than **date**, to **contact person**.  I will begin contacting references **date.**
* You will receive an email from Human Resource Services as well as HireRight Inc., WSU’s background check vendor.  The email will contain information on how to log-in to HireRight’s secure website and enter your personal information.  Once you receive this email, you will have three (3) business days to submit your personal information online.  WSU does not have access to the personal information you submit to HireRight.

If you have any questions please contact:

The Search Committee Human Resource representative: **Name, Title, Contact Info**

Search Support: **Name, Title, Contact Info**

Search Chair: **Name, Title, Contact Info**