**Candidate Name,**

This is to confirm your Zoom interview on **month, day** for the **position title** vacancy in **department name** at Washington State University.  The position description is attached. Please review it prior to the interview.

Details below:

**Zoom Meeting Information:**

**(Replace Zoom Meeting ID, Passcode, and link)**

|  |
| --- |
| Meeting ID: 000 0000 000 |
| Passcode: 00000  Link: https://wsu.zoom.us/ |

**Time**:

**Start time-End time**

Interview with **department name** staff:  **staff member names & titles**

(If applicable)

**Start time-End time**

Interview with **department director  
Zoom Meeting Information:**

|  |
| --- |
| Meeting ID: 000 0000 000 |
| Passcode: 00000  Link: https://wsu.zoom.us/ |

(If applicable)

The first two resources walk through how to get zoom set up and started, as well as joining a Zoom meeting. The third resource gives candidates pointers on how to make the best impression during a video conference interview.

Zoom: [*Getting Started on Windows & Mac*](https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac#h_32134caa-8e41-4ed8-9519-98f0129cd25b)

Zoom Video Tutorials: [*How to Join a Zoom Meeting*](https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)

[Cougar Career Academy: *Interviewing Skills for the Digital Age*](https://alumlc.org/wsu/1802)

Please contact me if you have any questions.

Thank you

**Sender Name, Title, & Contact Information**