

Sample: Campus Interview Invitation Email - Edit as needed for your search communications

Subject: Interview Invitation for the <POSITION NAME> in <DEPARTMENT NAME> at Michigan Tech

Dear <FIRST NAME>,

On behalf of the search committee, I am pleased to extend an invitation for an on-campus interview for the position of <POSITION>.

Please let me know which of the weeks of <DATES> will work for your schedule to come to campus for the interview. If you are available during more than one of these two weeks, please let me know. It will help with the scheduling. The interview will be for one day (excluding travel days).

You will meet and interact with the search committee, <MORE DETAILS OF WHO>. I will send you a detailed agenda prior to your visit. If you would like to meet with anyone else, please let me know.

At this time, it is very important that you send me your availability as soon as possible so I can schedule your interview. Once your interview time is scheduled, I will work with you to coordinate your travel plans. Your travel and lodging expenses will be covered by Michigan Tech.

Additionally, if you need any accommodations during your visit, please contact me or our ADA Coordinator at adacoordinator@mtu.edu. We are committed to working with you to ensure that your campus visit meets your professional and personal needs.

If you have any further questions, please do not hesitate to ask. We look forward to seeing you on campus!

<YOUR NAME>

<Search Committee Chair>