

Sample: Virtual 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>,

Thank you for applying for the <POSITION> in < DEPARTMENT NAME > at Michigan Technological University. On behalf of the search committee, I am pleased to extend an invitation for an initial virtual interview. This initial interview will be approximately 30 minutes in length.

The available time slots are:

<LIST DATES & TIMES>

Please respond to me by <TIME, DAY/DATE> with your first/second/third choices. If none of these times will work please contact me so that we can find a solution. After we have you scheduled, I will send you a Zoom link for your interview time.

Additionally, if you need any accommodations during your visit, please contact me or our ADA Coordinator at adacoordinator@mtu.edu

Best,

<YOUR NAME>

<SEARCH COMMITTEE CHAIR>