**Candidate Interview Communication Templates | Staff Searches**

In order to promote a fair and equitable interview process, it is important that communication with candidates remain as consistent as possible. Below are example email templates Search Chairs and Hiring Authorities should consider using to communicate with candidates who have been selected to interview.

**Application Reviewed, Selected for First Round Interview - (Email from Search Chair)**

Dear (***insert candidate name***):

Thank you for applying for the position of (***insert position title***) with the University of Georgia’s [Division of Student Affairs](https://studentaffairs.uga.edu/). We are pleased to inform you that the search committee has identified you as a candidate of interest to move forward to a first-round interview. This interview will take place via Zoom video conference, and for scheduling purposes will last approximately 45 minutes.

During this time, you can expect to meet with the following committee members:

(**Insert committee member name- link to website directory**), (***insert title***) *and Search Chair**(***Insert committee member name- link to website directory***), (****insert title****)  
(***Insert committee member name- link to website directory***), (****insert title****)*

Ideally, this interview will take place on (***insert date and time – include time zone***). Prior to this meeting, I would like to schedule time for us to connect over the phone. During this 15-minute informational call, I hope to learn more about your interest in the role, share more information about the position and our search timeline, and answer any questions you may have. Do you have any availability (***insert date and time options***)?

Please respond at your earliest convenience to confirm your availability. Feel free to include your name pronunciation and preferred pronouns, along with any accommodation requests. I look forward to hearing from you soon!

Sincerely,  
(***Your name***)

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**Interviewed, Selected as Finalist- (Email from Search Chair OR Hiring Authority)**

Dear (***insert candidate name***):

Thank you for meeting with our team over Zoom to discuss the position of (***insert position title***). We enjoyed learning more about your background and interest in the opportunity. We are excited to inform you that you have been identified as a finalist for the role, and we would like to extend an invitation for you to join us on campus for an in-person interview.

Based on our committee’s availability, along with the availability of our campus partners, our hope is that this interview will take place on (***insert date and time range***). Once you have confirmed your availability, I will follow up with more logistical information, including a complete itinerary outlining how you can expect to spend your time on campus.

Please respond at your earliest convenience to confirm your availability, including any accommodations you may need, as well as dietary restrictions. I look forward to hearing from you soon!

Sincerely,  
(***Your name***)