Good morning/afternoon, (candidate’s first name or formal title),

We are so glad you will be interviewing with us and our office looks forward to meeting with you in person. Your interview schedule is:

Day, Date

1:00 – 2:00 Interview with the Search Committee Members

2:00 – 2:45 Meet with (Position’s Supervisor or Other)

2:45 – 3:00 Break

3:00 – 3:45 Meet with (Hiring Authority or Other)

3:45 – 4:00 Break

4:00 – 4:45 (Open Form or Other)

4:45 – 5:00 Travel to Restaurant

5:00 – 6:00 Dinner with the Search Committee

**(Open Forum information if applicable)**   
The open forum is an opportunity for members of the campus community that work closely with the office to meet you as a candidate and ask you questions. Please be prepared to briefly share your background and interest in the position at the beginning of the open forum.

**(Parking information if applicable)**  
The most convenient parking is (Lot name and number). Attached is a parking pass which will allow you to park in this lot on your interview day. You can view a CSU parking map here: <http://parking.colostate.edu/maps/mapside.pdf>. I have also attached a copy for your convenience.

**(Pick up information if applicable)**

A representative from the search committee will pick you up and bring you to campus at (time). Please meet them in the lobby of your hotel.

**(Location of office/first interview if applicable)**

A map of campus can be found here: <http://www.map.colostate.edu/#b=242>. We are located in the (name of building).

**(Accommodation Language)**

While we have a defined schedule set for you from \_\_\_\_ pm/am to \_\_\_\_\_ pm, is there anything we can try to facilitate for you after your scheduled interview time?  If you are interested in a short tour of the University, please let me know. Please feel free to contact me with any accommodation requests for your visit.

**(Travel/Flight Itinerary if applicable)**

A travel itinerary will be sent later this week with your flight confirmation and a hotel reservation. CSU will provide a shuttle to and from the airport to your booked hotel. As indicated earlier, you are planning on staying in Colorado a few extra nights. CSU will cover your stay for one night at the (name of the hotel) please contact the hotel if you wish to extend the reservation.

**(Required confidential candidate information for booking a flight if applicable)**

Could you please reply to this email with your full name and birthday so that I can begin the flight booking process with a travel agency. They will soon provide me with a few flight options which I’ll pass along to you so you can select the day and time that works best for you.

Warm Regards,

Search Chair or Support Staff