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

Thank you for your interest in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the (Office/Department) of \_\_\_\_\_\_\_\_\_\_\_\_\_. We are pleased to inform you that you are among the candidates selected to participate in the first round of interviews which are conducted by phone.

I would like to share with you some basic information about our office and the position:

The (office/unit/department) is staffed by (list members of the office/unit/department). This position reports to the (title and name of supervisor). (Name of supervisor) reports directly to the Executive Director (or other).

The salary range will be \_\_\_\_\_\_\_\_\_\_\_, commensurate with experience.

Given the information I have shared, would you like to schedule a time to participate in a telephone interview with the search committee?

Here are the different options:

* (Interview Slot 1)
* (Interview Slot 2)
* (Interview Slot 3)

Is this a good phone number to reach you? (XXX) XXX-XXXX?

We hope to hear from you soon.

Warm Regards,

Search Chair or Search Support Staff Member