Template Interview Invite

I am pleased to provide you with confirmation information regarding your interview for [position].

WHEN

Your interview has been scheduled for Tuesday, June 16th at 2:00 pm. The interview will be 45-50 minutes long. [optional] You will be provided with 3 of the interview questions by email 15 minutes before the interview to give you an opportunity to think of examples.

WHO

The panel will consist of:

Name #1, Title, pronouns

Name #2, Title, pronouns

Name #3, Title, pronouns

WHERE/HOW

The interviews will take place online via Microsoft Teams. A meeting invitation will be shared with you prior to the interview. When the interview time begins, open the scheduled meeting in your Outlook calendar and click on "JOIN TEAMS MEETING". In advance, please make sure that you have got a stable and secure internet connection, a quiet/private space as well as the appropriate computer capabilities to participate in a Teams meeting. Please let me know if there are any accommodations that we can consider in advance so we can make sure that you can comfortably and confidently participate in the interview process.

WHAT

The interview will consist of several behaviour-based, narrative and scenario questions. As we move through the interview, copies of the questions will be available in the chat section of the Teams meeting.

We are asking that you prepare a short presentation based on the following prompt: [prompt]

This is an opportunity to hear how you would work through a typical work task as well as a chance for us to get a sense of your presentation skills. No A/V will be available. This part of the interview should last about 8-10 minutes maximum. All candidates will be cut off at 10 minutes.

Please let me know if you have any questions or concerns.

I look forward to meeting with you to discuss this position!

*Source: Hiring Students Equitably, CACUSS webinar, June 2020*