**Language for 1st interview invite confirmation e-mail**

**Subject:** Enter department name, position title here - Interview Invite

**1st Invitation to interview via email - confirmation:**

Dear NAME:

Thank you for accepting our invitation to interview for the ANR enter position title here position # enter req. # here.

You will be interviewed by:

COMMITTEE NAMES

* List committee members: name, title - department (identify chair)

Your interview with the search committee has been scheduled on enter date and time in the Oakland-based UCOP Building located at 1111 Franklin Street in Oakland.  Directions to the Franklin building, and parking options are attached, or you can visit:   <http://www.ucop.edu/services/directions-franklin.html>.  Parking is available in the public parking garage adjacent to the building – the entrance is on 12th street (the first driveway on the left).  When you arrived, please check-in at the security desk in the lobby.  The security staff will provide you with a building pass, and notify me of your arrival – be prepared to show a pictured ID (preferably your driver’s license) to the security guard.  I will greet you in the lobby and escort you to the interview room.

Work sample/presentation option #1: Please bring previous samples of your work, and be prepared to give a 5-to-10 minute presentation based on your work/samples.  Contact me if you require equipment for your presentation (laptop, projector, easel, etc…)

Exercise option #2: Please be advised that you will be required to complete an exercise after the interview.  You will have up to 45 minutes to complete the exercise (There is no one right or wrong answer on the exercise.  The exercise is meant as a means for you to demonstrate your approach to problems and your analytical ability.  It is also an opportunity for you to experience the type of work the position is expected to perform).

If there is any reason you are unable to keep this appointment, please let me know.

Please do not hesitate to contact me if you have additional questions.

Regards,