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

**Subject:** ANR enter department name and position title here Recruitment - Interview Invite Confirmation

Dear NAME:

Thank you for accepting our invitation to interview for the ANR enter department name and position title here position # (posting # enter posting # here).

You will be interviewed by:

COMMITTEE MEMBERS NAME

* Enter name, - title, department (identify chair)

Your interview with the search committee has been scheduled on enter date and time here in the Davis Campus-based ANR Building located at One Hopkins Road in Davis, CA on the University of California Davis campus (see driving directions below), or visit: <http://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/Map_-_Directions_to_ANR_Building/>.  You may park in the lot in front of the building – no permit is required.  Once you arrive, I will greet you in the lobby and escort you to the interview room.

Work sample option: 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: 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 as soon as possible.

**Driving Instructions –**

DANR Building
Hopkins Road University of California Davis, CA 95616

From the Sacramento Area Take Interstate 80 westbound to State Route 113 north. At the western edge of Davis, take State Route 113 northbound (toward Woodland); exit at Hutchison Drive. Turn left to go west (away from the central UC Davis campus) toward the campus airport; turn left onto Hopkins Road. Our gray metal building is on the right side of the road, across from Bee Biology.

From the San Francisco Bay Area Take Interstate 80 eastbound to State Route 113 north. At the western edge of Davis, take State Route 113 northbound (toward Woodland); exit at Hutchison Drive. Turn left to go west (away from the central UC Davis campus) toward the campus airport; turn left onto Hopkins Road. Our gray metal building is on the right side of the road, across from Bee Biology.

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

Best regards,