**Subject:** ANR enter position title here - Second Interview Invite Confirmed

Dear NAME:

Thank you for accepting our invitation to come for a second interview for the enter position title here position # enter job# here in the ANR Office of enter department name here.  As I mentioned in my original e-mail, you will be interviewed by enter individual names or list selection panel.

**Selection Panel:**

COMMITTEE NAMES

Name, title - Department

Your interview has been scheduled on enter date and time here in the Oakland-based UCOP Building located at 1111 Franklin Street in downtown Oakland.  Directions to the Franklin building, and parking options are attached, or you can visit:   <http://www.ucop.edu/services/directions-franklin.html>.  When you arrive, 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.

Sample instructions optional: Please bring *at least* four references with you to the interview (a minimum of two should be previous supervisors, one of which is the last or current supervisor).

Sample instructions optional: Be prepared to present your budget presentation on fund management and budgetary projections to Ms. Taber.  Please upload your presentation to a USB stick.

Sample instructions optional: Please come prepared to discuss the following topics:

1. If selected as the director, how would you apply your skills and experiences in the management of the Contracts and Grants department of ANR?
2. From your perspective, what do you feel are priorities in the management of Contracts and Grants?

Please don’t hesitate to contact me if there is any reason you are unable to keep this appointment, or if you have additional questions.

Best regards