

To support you in the recruitment process, we have created two email templates specifically designed for scheduling in-person interviews. These templates aim to streamline your communication with candidates, ensuring clarity and professionalism.

Please use these templates as a guide and feel free to customize them according to your needs. We hope these resources make scheduling interviews more efficient and effective.

Location: Technological Institute / On Campus

Subject: Interview with NAME: Position (Job Posting Number)

Hi NAME,

The team is excited to meet you on DATE, from TIME to TIME.

Please arrive between TIME-TIME at the Technological Institute Building located at 2145 North Sheridan Road and go to OFFICE in Room NUMBER. If you have a hard time finding the office, or need to reach me, please call me at XXX-XXX-XXXX.

The general itinerary will be as follows:

8:00 am – 8:45 am: John Smith, Director of Department

8:45 am – 9:30 am: Jane Doe, Director of Department

If you are taking public transportation, you may take the CTA purple line to Noyes and then head east on Noyes until you reach Sheridan Rd. If you are driving to campus, you should park in the North Campus Garage, and they will validate your parking upon arrival.

Please do not hesitate to reach out if you have any questions before your interview.

Best,

Location: Church Street Office

Subject: Interview with NAME: Position (Job Posting Number)

Hi NAME,

We are excited to meet you on DATE, from Time to Time!

Please arrive between TIME-TIME, at 1007 Church Street, and go to floor 5. When you arrive at the office check in with the receptionist, Lizzy. If you have a hard time finding our office or need to reach me, please call me at XXX-XXX-XXXX.

The general itinerary will be as follows:

8:00 am – 8:45 am: John Smith, Director of Department

8:45 am – 9:30 am: Jane Doe, Director of Department

9:30 am – 10:00 am: David Jones, Professor of Department

If you are taking public transportation, you can take the CTA purple line to the Davis stop and then take a left onto Church Street, the office will be on your right. If you are driving to the office, there is street parking, or you can obtain a guest parking pass to park in the parking garage located across the street.

If you have any questions before your interview on DATE, don't hesitate to reach out.

Best,