\*\*Attach campus map

Hello <candidate name>,  
  
Thank you for your interest in the <postion title> position at the University of Wisconsin-Green Bay. We look forward to your interview on **<date> starting at <time> CST.** These interviews will be done in-person on the Green Bay campus. Please note that we will also be doing reference checks starting this week.  
  
<On Campus Directions> Example: Please meet us at Housing & Residential Education Community Center located at 3350 Leon Bond Dr., Green Bay, WI 54311. You can park in the parking lot located right at and around the Community Center- even in the “15 minute Parking” areas or the “Reserved” is fine. Enter the Community Center and <recruitment chair name>, our Recruitment Chair will be there to meet you and escort you to the Conference Room.  
  
During this interview, you will be meeting with several different people and groups. The schedule will be as follows:

<Insert Candidate Interview Plan with names of interviewers>

* **Recruitment Panel/Committee Interview (60 minutes):**
  + Recruitment chair name and title
  + Recruitment panel/committee member name and title
  + Recruitment panel/committee member name and title
  + Recruitment panel/committee member name and title
* **1:1 Meeting with <Dean or Director name, title> (30 minutes)**
* **Additional activities from candidate interview plan**
* **Campus Tour (60 minutes)**

The interview will broadly cover your experiences and qualifications as they relate to the position description for the <position title> position found here (or attach posting if removed from website).  
  
The University of Wisconsin – Green Bay is a safety leader among Wisconsin Universities and we work hard to keep safety a priority. Important information about safety, security, crime, and crime prevention is on our [University Police website](http://www.uwgb.edu/publicsafety/) and in the [Annual Security Report](http://www.uwgb.edu/hr/documents/AnnualSecurityReport.pdf). You can obtain a copy of this report by contacting University Police at 920-465-2300 or by accessing the above website.

The policy of UW-Green Bay is to provide reasonable accommodations for qualified persons with disabilities who are applicants for employment. If you need assistance or accommodations to interview because of a disability, please inform me of that before your scheduled interview. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations to a person’s disability.

Thank you,