**Email 1** (to schedule time):

Thank you for your interest in the XX Position.

We are pleased to confirm that the Search Committee would like to extend to you an invitation to interview for the position.  The team has {day, date, time} open.  The interview will be for 25 minutes and will take place via Zoom.

* Please let me know if you can make the time selected for your interview.
* Please confirm with us a phone number for us to contact you in case there are any technical problems during our interview.

Once your availability is confirmed, we will send you a confirmation email with additional details about participants, agenda, and interview Zoom link. If you need any accommodations regarding the Zoom interview, please don’t hesitate to let us know.

If you have any questions, please feel free to contact me.

**Email 2** (to confirm interview time and provide any additional details):

This is to confirm your interview for the XX Position on {day, date, time}. [Provide any information that is appropriate and links to unit websites initiatives or attach documents]. Below are details related to the participants, agenda, emergency contact, and access to the interview room.

If you have any questions, please feel free to contact me.

We look forward to meeting with you.

Thanks, etc…

**Participants:**

* The following search committee members will be attending: (list only the ones attending):
	+ XX (Title, Chair of Search Committee),
	+ XX (Title),
	+ XX (Title),
	+ XX (Title)
* Equity Advisors are assigned to searches to provide support to the search process. The following Equity Advisor will be attending (list only the person attending):

**Agenda:**

In order to make the best use of our time we will follow this tentative agenda:

[Provide length of time and maybe the breakup – XX minutes for structured questions; yy minutes for your questions and wrap up.]

**Emergency Contact:**

Please contact [name] at xxx-xxx-xxxx (voice or text) in case of any emergencies or any technical difficulty.

We look forward to meeting with you.

Thanks,

**XX**

**Zoom information:**

Topic: Zoom Title

Time:

Join Zoom Meeting

https://siue.zoom.us/....

Meeting ID:

Password:

* Once you join the meeting, you will be placed in the Waiting Room. Please wait for the host to admit you.
* This meeting will be automatically recorded.

It is recommended you test your connection to Zoom, including your microphone and camera settings (if applicable), at least 24 hours in advance of the meeting. Copy and paste this URL into your browser to test your system: https://zoom.us/test

On the day of the meeting, join 10-15 minutes before the scheduled start time to ensure proper connection and setup.

Other ways to join:

One tap mobile

+16465588656,,99707092243# US (New York)

+13017158592,,99707092243# US (Washington D.C)

Dial by your location

 +1 646 558 8656 US (New York)

 +1 301 715 8592 US (Washington D.C)

 +1 312 626 6799 US (Chicago)

 +1 669 900 6833 US (San Jose)

 +1 253 215 8782 US (Tacoma)

 +1 346 248 7799 US (Houston)

Meeting ID: 997 0709 2243

Find your local number: https://siue.zoom.us/u/abyQOSyGgA

Join by SIP

99707092243@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 997 0709 2243

Password: 7461017

Join by Skype for Business

https://siue.zoom.us/skype/99707092243