

The Chair of the Search Committee should send a letter to each candidate who is invited to an interview. The campus tour is optional. The written exercise is optional for full-time career service and part-time employees, but required for all administrative and faculty positions. The travel reimbursement guidelines only apply to full-time faculty, full-time administrative positions in pay grades A30 to A50 and technical positions T50 to T70.

(INTERVIEW INVITATION LETTER – SAMPLE)
USE SCC Letterhead

Date:

Name
Address

Dear Name:

Thank you for accepting the Search Committee's invitation to interview for the title position.

Please plan to arrive at the SCC Human Resources Office located in the Administration Building (**or designated location**) at time, on day, date. The following activities have been scheduled for you:

Time – Time Campus tour (optional)
Time – Time Written exercise (office location)
Time – Time Break
Time – Time Interview (office location)

I have enclosed general information about the interview process, hotel brochures, the SCC travel reimbursement guidelines (the preceding underlined items may or may not apply), and a position announcement.

Please contact me at phone number if you have questions or need additional information.

Sincerely,

Your Name
Search Committee Chair

Enclosures