

Interview Offer Communication Sample

Good Morning CANDIDATE NAME,

I am pleased to confirm your interview for DATE & TIME, TIMEZONE via PLATFORM. Please find full details below. Should you have any questions or concerns, please let me know.

The meeting will have Closed Captioning enabled. Your interview questions are attached to this email for your review in advance of our time together and to support your success. There is no expectation that you prepare answers to these questions ahead of time – they are simply provided to make the interview process more easeful. Questions will also be pasted into the chat box during the interview.

The job description is also attached to this email for your reference.

If there are accommodations we can provide throughout this process, please do not hesitate to let me know. You are welcome to do what you need to succeed during the interview, including stimming, taking notes, looking away from the screen, or standing. Our office generally adheres to business casual dress code, should having that knowledge appease any stress for you.

I look forward to meeting with you to discuss this role!

Kelly (she/her), M.Ed
Special Projects Coordinator, Career Exploration & Education
Student Life, University of Toronto

The rest of your interview details are as follows:

WHO

Kelly Agostino (she/her) – Special Projects Coordinator, Career Exploration & Education, Student Life

Charmaine Darlington (she/her) – Experiential Learning Liaison, Career Exploration & Education, Student Life

WHAT

Your interview will consist of 6 behavioural and situational questions, plus the opportunity to ask us any remaining questions you may have. We recommend about 3-4 mins per question to respond.

Please be prepared to share the contact information of 2 references (professional, personal, or academic) following the interview.

WHEN & WHERE

Wed Aug 24th, 10:30-11am on Zoom.

Kelly is inviting you to a scheduled Zoom meeting.

Topic: Special Projects Assistant Co-Op Interview

Join Meeting
<https://utoronto.zoom.us/exampleonly123456789>

Meeting ID: 123
Passcode: 321
One tap mobile... (inc. other links here)