

Request to Interview

To: Hiring Manager, Director/Dean, and Vice President/Provost

CC: Affirmative Action

From: Search Committee

The search committee has reviewed the individual application packets and completed the initial screening forms for the candidates of the Assistant Professor of Education and Human Development. We have deliberated and request the following candidates be invited to campus interview:

Insert candidate names here.

If any of the above candidates decline the invitation to interview we may review and recommend the following as alternative:

Insert candidate name here.

The following candidates are minimally qualified, but are not recommended for an interview at this time:

Insert candidate names here.

The remainder of the candidates are rated as not minimally qualified and are not recommended for an interview.