**Sample Email Confirmation for Interviews**

SAMPLE

This is to confirm your interview Academic Program Director.  As I mentioned in our telephone conversation, the salary for this position is $00,000. Your itinerary is listed below.  Your session will begin with a tour of the Center for Undergraduate Excellence, 975 University Esplanade, Kent, OH  44242.  You may park in the Kent Student Center Visitor Parking lot adjacent to the Kent Student Center, 1075 Risman Drive.  We will provide a parking token to exit the parking lot.  To view a campus map, you may log on to [www.kent.edu/maps](http://www.kent.edu/maps).

Presentation Format:  Introduce yourself and then present on the following topic:

Assessment for many is an unfamiliar process and for some an intimidating concept.  Please share what strategies you would employ as the Strategic Initiatives and Assessment Director to foster a culture of assessment, increasing knowledge, reducing anxiety and facilitating the integration of assessment practices into our work.

You will have 15 minutes to present and then take questions from the audience on your presentation or other general questions.  We will leave the last 5 minutes of the session for you to ask questions of the participants.

**Candidate Name:**

**Interview Date:**

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| --- | --- | --- |
| **Time** | **Activity** | **Location** |
| 10:30 – 10:50 am | Tour of Center for Undergraduate Excellence | 975 University Esplanade, Kent, OH 44242 |
| 11:00 – 11:45 am | Meet with Director Committee and Assistant Deans | Kent Student Center 316 |
| 11:50 – 12:20 pm | Presentation | Kent Student Center 316 |
| 12:30 – 1:30pm | Lunch | Kent Student Center Schwebel Room – 3rd floor |
| 1:40 – 2:40 pm | Search Committee | Kent Student Center 316 |
| 2:45 – 3:00 pm | Meet with Dean | Kent Student Center 316 |

**Required email for all presentations**

University College provides equipment for PowerPoint or Prezi presentations only.  Presentation materials need to be submitted at least 1 day prior to the actual presentation so that we can load the material on our equipment and test it.  If you choose to use a Prezi, please download the zip file to send to us. We recommend that you not rely on internet access for any part of your presentation as wireless connectivity in some areas on campus may be subject to periods of high student connectivity causing possible intermittent connections.   To ensure a smooth presentation, it is vital that ALL presenters adhere to these guidelines.  Please email your presentation material to me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  at least 1 day prior your presentation.  Please contact me if there are any questions concerning technology or any assistance you may need.