Good morning/afternoon, <Candidate Name>,

Thank you for taking time to schedule your telephone/virtual interview with me! This is your confirmation for your telephone/virtual interview for the <Job Title> positionat the University of Wisconsin-Green Bay. Your interview is scheduled for **<time>** CST on **<date>** via Microsoft Teams/Zoom (link to join is below), audio only, and will be about 15-30 minutes.

The recruitment and hiring panel members you will be speaking with are:

* Recruitment chair
* Recruitment panel/committee member
* Recruitment panel/committee member
* Recruitment panel/committee member

The interview will broadly cover your experiences and qualifications as they relate to the position description for the <position title> position found here (or attach posting if removed from website).

Please feel free to contact me if you need any additional information.