

## Sample 2nd email to candidates with interview schedule and virtual interview directions

Hi ,

We are excited to virtually meet you! As previously mentioned we will be using the ZOOM platform to conduct our interviews with you. Our hope is to give you as much information about our program and our institution so you are well informed.

Attached you will find your schedule for your interview day. Please remember that all times are in **EST**. The day will begin promptly at \_\_\_\_\_am est with an introduction of our program by our Program Director. Please log on to **ZOOM** at the specified time on your schedule. We would like to have everyone logged on about 10 minutes prior to beginning.

Please note a previous email was sent to you with the ZOOM link for the **SOCIAL HOUR** scheduled for \_\_\_\_\_ with our current fellows. Let me know if you did not receive that email.

If you experience any technical difficulties on the day of the interview, you can reach me on my cell at 860-402-7611.

The Zoom link for your **Interview Session** is

### ZOOM LINK

Meeting ID      PASSWORD

When you join the ZOOM meeting please use your first and last name when logging on. If you cannot fit that please use your last name only.

### Other Things You Should Know

- **You will need a computer/laptop/tablet with camera and microphone capabilities as well as a reliable internet connection.**
- Please make sure you have a quiet, well-lit place to conduct your interviews, free from distractions and interruptions.
- Please have this letter and your schedule handy to refer to on the interview day.
- Be sure to keep my cell phone number close by.
- When you first join the Zoom meeting, you will be put into a waiting room and allowed in by the host. There may be a short wait. Please be patient.
- If you have issues joining the meeting text or call me at \_\_\_\_\_Email.
- If you get disconnected during an interview, our faculty will call you on your cell phone number (previously given to me). That current interview will be completed by cell phone. Once completed, you will be instructed to reconnect to the ZOOM meeting by clicking on the link above.

- If additional accommodations are needed please reach out to me ahead of time.

If you have any questions at all please feel free to contact me at any time! I'm here to help and want your interview day to run as smoothly as possible.

We're looking forward to meeting you!

My Best,

COFFTOGG