**SAMPLE EMAIL TO CANDIDATE – ON CAMPUS INTERVIEW**

Susan:

Again, I just wanted to congratulate you on your selection as a finalist for the Sport Coaching Education tenure-track faculty position here at Southern Miss. Attached, please find an on-campus interview agenda and a list of local realtors with their contact information. I am confirming that we will be both pick you up and drop you off at the airport.

A few important pieces of information for your trip:

1. You are scheduled for an hour tour of Hattiesburg from 2:00 PM to 5:00 PM. Attached, you will find a listing of local Hattiesburg Realtors. To avoid any conflicts of interest, I would ask that you choose a realtor and contact them directly to schedule your tour.
2. The class you will be teaching is Introduction Sport Coaching Education. There are 25 students in this class and you will be teaching in a room with full media capabilities. We would like for you to give a lecture on *Coaching as Teaching.* Please consider that this is an intro class and only the basic information is required. Please give the lecture as you would for one of your classes allowing questions from students throughout.
3. You are scheduled to meet with the Vice President for Research to discuss your research agenda and start-up needs. You may want to have a prepared list of needs that could facilitate discussion.

I would consider the agenda tentative at this point. I do not anticipate any major changes, but administrator schedules often get changed at the last minute. We will make every effort to stick to the game plan.

We look forward to your trip,

Dr. Johnson

***Search Chair Name, PhD***

Associate Professor

Interim Director

School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The University of Southern Mississippi

118 College Drive, #5999

Hattiesburg, MS 39406

O: 601.266.5555

F: 601.266.4445