**SAMPLE EMAIL – SCHEDULE PHONE INTERVIEW**

Dear Robert,

Greetings from Southern Miss! I wanted to touch base with you regarding the vacant tenure-track faculty position in \_\_\_\_\_\_\_\_\_ here in the School of \_\_\_\_\_\_\_\_\_\_\_\_\_ at Southern Miss. We have begun the process of screening candidates and are working toward our selection of finalists and alternates. As such, I would first like to confirm your continued candidacy for this position.

Additionally, I would like to schedule a phone interview with you, me and the search committee. If amenable, could we schedule this interview for **Wednesday, January 30, 2013 at 9:30 AM CST**? If this day or time does not work, please suggest a day or time so we can coordinate schedules with the search committee members.

As a final note, I want you to be aware that, absent written notice from you to the contrary, University policy indicates that the search committee reserves the right to communicate with any person who may have information.

Please send me a brief email response to let me know your candidacy status and interview availability. As for timeline, it is my intent to identify finalists by February 1st and begin interviewing mid to late February.

Please let me know if you have any questions.

It has been a pleasure to review your materials. I look forward to hearing from you soon.

Sincerely,

Dr. Johnson

***Search Chair Name, PhD***

Associate Professor

Interim Director

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

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