**Sample Invite to Interview**

Dear (Name),

Thank you for applying for the position of \_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_ at New Mexico State University. We would like to invite you to come to our office to interview [at our office / via Skype / via phone]. Please let me know which of the following times work for you, and I can send over a confirmation and details:

[Day, Time 1]

[Day, Time 2]

[Day, Time 3]

Looking forward to meeting you,

Please call me at (phone) or email me at (email) if you have any questions or need to reschedule.

Sincerely,

Hiring Manager Name

Hiring Manager Title
Hiring Manager Department
Hiring Manager Address
Hiring Manager Phone Number
Hiring Manager Email Address

NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Inquiries may be directed to the Executive Director of the Office of Institutional Equity, Title IX and Section 504 Coordinator, O’Loughlin House, E. 1130 University Avenue, Las Cruces, NM 88003; 575.646.3635; 575.646.7802 (TTY); equity@nmsu.edu.

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**Sample Interview confirmation**

Dear (Name),

Thank you for applying for the position of (title) with (department) at New Mexico State University. We would like to invite you to come to our office to interview [at our office / via Skype / via phone]. Your interview has been scheduled for (Date), (Time), at (address, building and room number).

Please call me at (phone) or email me at (email) if you have any questions or need to reschedule.

Sincerely,

Hiring Manager Name

Hiring Manager Title
Hiring Manager Department
Hiring Manager Address
Hiring Manager Phone Number
Hiring Manager Email Address

NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Inquiries may be directed to the Executive Director of the Office of Institutional Equity, Title IX and Section 504 Coordinator, O’Loughlin House, E. 1130 University Avenue, Las Cruces, NM 88003; 575.646.3635; 575.646.7802 (TTY); equity@nmsu.edu.

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