

APPENDIX I

E-mail Request to Certify Applicant pool for Interview

E-MAIL REQUEST TO CERTIFY APPLICANT POOL FOR INTERVIEW

Example Email:

To: Affirmative Action (equity@etsu.edu)

From: Name, Title, Department

Subject: Request Certification of Applicant Pool for Interview

All applicants for posting number 00000, Title of Position, have been reviewed and moved to the statuses “*Recommended for Interview*,” “*Not Recommended for Interview*,” “*Recommend for Phone/Electronic Interview*,” or “*Recommend Alternate for Interview*” as appropriate. Please contact Jane Smith at 9-0000 with any questions or concerns. We are requesting to certify this pool for interview. The professional and personal references of the recommended candidates have been checked and are satisfactory.

We request the use of *Skype* to interview two out-of-state candidates noted as “*Recommend for Phone/Electronic Interview*.” These candidates will be offered an on-campus follow-up interview if found suitable.