**Script: On-Site Interview Scheduling with Doodle Poll**

**Subject:** UW Health Sciences [Unit/department]; On-Site Interview Scheduling – [Candidate Last Name]

Hello Recipient First Name:

Thank you again for your interest in our open job title opening and the time you invested in our introductory phone call. We really enjoyed speaking with you and you have been selected to move on to the next phase of the interview process.

There are several options available for the in-person interview. The interview will be held on the UW Seattle campus at [the Health Sciences Building](http://www.uw.edu/maps/?hsc). You should plan to spend approximately 3 hours with us for this stage of the interview process. Please use the Doodle poll below to indicate all of the times that you could be available for this interview and we’ll do our best to accommodate your first choice. If none of these options work for you please let me know by reply email and we’ll try to identity another time.

Doodle Poll: Link to poll

Once the schedule is confirmed, you will receive information regarding directions, interview format and other details to assist you in preparation for the interview.

We look forward to seeing you soon.

Best regards,

[Insert Your Name and Signature Block]