**Sample Interview Team Scheduling Message:**

Hi all,

As most of you know, we are recruiting for the job title position.  We have identified three candidates to bring on site.  You are receiving this email as you have been identified as a key member of our interview panels.  Please respond to this email with your availability (x under the time(s) for each date) for the following dates and times.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate #1 | Tuesday, March 27 | 8:00 am – 12:00 pm | 1:00 pm – 5:00 pm |
|  |  |  |  |
| Candidate #2 | Thursday, March 29 | 8:00 am – 12:00 pm | 1:00 pm – 5:00 pm |
|  |  |  |  |
| Candidate #3 | Tuesday, April 3 | 8:00 am – 12:00 pm | 1:00 pm – 5:00 pm |
|  |  |  |  |

Please HOLD the times on your calendar that you are available.  Once we have panels set I will forward calendar invites along with resume and interview information.

If you have any questions, please let me know.

Thanks,

[Signature block]