**Script: On-Site Interview Confirmation Email**

SUBJECT: Position On-site Interview – Interview Prep

Hello Recipient Name,

Your on-site interview for the position title is scheduled for **Monday June 26, 1:30pm-4:30pm**.  I’ll be providing you with a detailed schedule when you arrive, but during your time with us you’ll be meeting with our HSA staff for a group interview, as well as several smaller team interviews, and 1:1 meetings.

Please plan to arrive at the [**Health Sciences Building**](http://www.uw.edu/maps/?hsc)**,** HSA office C 414 at least 5 minutes prior to the start of your interview.  Parking is notoriously difficult on campus and unfortunately, and unfortunately we cannot reimburse you for parking.

You may either send a list of at least five references in advance of your interview or bring the list with you the day of your interview. We will ask you to sign the standardized UW Reference Check Waiver when you arrive.

Don't hesitate to contact us if you have any questions/concerns.

Site directions:

Health Sciences Administration (HSA):  1959 N.E. Pacific St. Seattle, 98195: Suite C 414

Campus map link:  <http://www.washington.edu/maps/#!/hsc>

HSA offices are located on the 4th floor, C wing, in the Magnuson Health Sciences Center on the UW south campus.  We are located in the same general complex and east of the UW Medical Center, up one floor and west of the Magnuson Courtyard Lobby 3rd floor entrance off Pacific St.  Do not hesitate to call my desk phone 206-221-6726 or our main number at 206-543-7202 or ask someone for help.  It’s a complex building.

•If entering from Pacific Street at the Magnuson courtyard, cross through the Magnuson lobby, turn right proceed to the next hallway intersection at D-wing. Take the elevator or stairway on your left one floor up to 4th floor, turn right and HSA C 414 will be the first door on your left.

•If entering from the UWMC hospital end (east) of the complex, continue to your right through the Magnuson Health Sciences C-wing lobby to the next hallway intersection at D-wing. Take the elevator or stairway on your left one floor up to 4th floor, turn right and C 414 will be the first door on your left.

•If entering from S-1 or West Parking structures (west or south end) of the complex, take any elevator to the 4th floor and walk east towards C-wing.  Cross through the D-wing hallway intersection and C 414 will be the first door on your right. If you get to B wing, you’ve gone too far.

Please let me know if you have any other questions, we look forward to meeting you.

Best regards,

[Signature block]