**Guideline for Interview Invitation Follow-Up Email**

After scheduling an interview with a prospective employee, it is best business practice to follow a verbal invitation with an email message containing information helpful for the candidate regarding interview preparation and logistics.

A follow-up email should contain such elements as:

* Date and time
* Physical location, with map/directions, floor, room number, etc.
* Parking instructions and a parking map
* Instructions about who will meet the interviewee and where.
* Special instructions for the interview (materials to bring, presentations to prepare for, etc.)
* A question addressing possible needs for an accommodation for the interview.
* Contact names and phone numbers, in the event of an urgent or emergent situation (or the interviewee gets lost)
* Any other information you want the interviewee to provide during the course of the interview that might be out of the ordinary.

***Sample Email:***

Dear Mr./Ms./Mrs.(Last Name):

Thank you for applying to the Department of Enterprise Services (Position Title) within (office, unit, or section name). I wanted to follow up our conversation regarding the interview invitation with the information listed below:

* Date and Time: Month day, year at time
* Location:
* Parking Instructions:
* Check-in instructions.
* Contact Information: In the event you need to contact our office before your interview, please call (Add contact(s) )
* Special Instructions: (insert any special instructions for the interviewee here)

If you need an accommodation during the interview, please contact me at (xxx) xxx-xxxx.

We look forward to meeting with you.

Sincerely,