**From:** Recruiter/Admin/Hiring Manager**/**Department Contact

**Title of Invite:** CMU On-Campus Interview, [Position Title] – [Candidate Name]

**Date/Time:** [Select corresponding date and time of interview]

**Guests:** Candidate, Members of CMU Interview Panel/Interviewer

**Rooms/Location:** [Select Option that illustrates location of interview]

**INCLUDE IN DESCRIPTION SECTION OF CALENDAR INVITATION:**

**Candidate: [**Name**]**  
**Position:** [Title]

**Location/Address of Interview:**  
  
[Address]

*Upon arriving to the interview location, please ask for [Name].*  
 **Suggested Parking:**

[Name of Parking Location]

[Address]

**CMU Interview Participant(s):**

* Name, Title, Department/Division
* Name, Title, Department/Division
* Name, Title, Department/Division
* Name, Title, Department/Division

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**Suggested attachments to include:**

Copy of Interview Schedule/Agenda

Copy of Position Description or Job Advertisement/Link to Active Job Posting

Copy of Candidate Resume