

SAMPLE INTERVIEW AUTHORIZATION LETTER



Extension

Date

<Name>
<Address>
<Address>

Dear <Name>:

I am pleased that you have consented to interview for the position of <County> County Extension Agent <field>. Below is a list of all your meetings:

<Interviewee Last Name, First Name. - <Date of Interview>

<Start time> - <End time of interview> Meet w/<Dr. Deb Young or Dr. Jan Carroll>
University Square Building
<Dr. Young's or Dr. Carroll's> Office

<Start time> - <End time of interview> Campus Interview
University Square Building
<Location>

<Interviewee Last Name, First Name. - <Date of Interview>

<Start time> - <End time of interview> County Interview
<Name of County> County Extension Office

Your day, <add date> will begin with a meeting with <Dr. Deb Young, Director of Extension, or Dr. Jan Carroll, Associate Director of Extension> at <add time> <a.m. or p.m.> at the Colorado State University Extension office located in the University Square Building at 1311 S. College Avenue, Fort Collins, Colorado. This meeting will take approximately 30 minutes. Please check in with <name> at the front desk when you arrive. Please have a seat in the general reception area following your meeting.

Next, is an interview at <add time> <a.m. or p.m.> with the Campus Search Committee. Your interview will take approximately one hour. The first five minutes of your interview will be used for introductions, including a one-to-two minute period for you to introduce yourself. Next, you will make a 10-minute presentation you have prepared. The subject will be "<presentation subject>." The remainder of the interview will be devoted to questions from the search committee (about 35 minutes) and your questions for the committee (five to ten minutes). Campus and parking maps are enclosed for your convenience.

If you need audio visual equipment (LCD projector, easel, flip chart, etc.) please let <name> know at least <add time and date>. You may reach <name> at <phone number> or via e-mail at <e-mail address>. If you are planning a PowerPoint you may email your presentation to <name>. Please also be sure to bring your presentation on a flash drive. We will provide the laptop.

Your interview in <add County name> County will be with local representatives on <add County interview date>. This second interview will be at <add time> <a.m. or p.m.> in the <add County name> County Extension Office located at <add address>. A map is enclosed. Please check in at the front desk when you arrive.

The county interview will follow the same format as the campus interview. During this time, you will meet with a group of people representing local staff, county advisory committees, volunteers, local government, and other county partners. Following the interview, you will have an opportunity to tour the offices and meet with staff members. The tour will take about 30 minutes.

We will reimburse you for your mileage and travel expenses associated with your interview. We ask that you make your own travel arrangements. If it is necessary for you to stay in a hotel, we will reimburse you for it and meals as appropriate. The Interview Authorization and Expense Reimbursement Form are enclosed. Please keep any receipts for your travel expenses and they can be turned in with the completed form after your trip is completed. Please return the completed form to <name> <address>. If you have questions regarding reimbursement, please call <name>.

I have enclosed a parking pass for your use during your on-campus interviews. Guidelines for proper use of the permit are printed on the back. Please read the instructions on the front of the pass to validate the pass by scratching off the appropriate day, etc. prior to hanging in your front window. Please be sure to consult the enclosed parking guide (which also includes the CSU campus map) to locate the appropriate parking areas. University Square is highlighted to help orient you.

If you have any questions either before or after the interview, <name> can be reached by phone at <phone number> or via e-mail at <e-mail address>. I look forward to meeting you.

Sincerely,

<Name>

<Regional Director (if applicable) or Title>

Enclosures: Interview Authorization and Expense Reimbursement Form
Campus Map
Campus Parking Pass
Campus Parking Map
Map to <add County name> County Extension Office

cc: <Name> Assistant Director – Operations