

## **SAMPLE # 2b On-Campus Interview Invite**

Dear XXXXX,

Your application for the Tenure-Track Assistant Professor Position in Communication Sciences and Disorders (Job ID 101690) in the Department of Communication Sciences and Disorders at California State University, Sacramento, has been reviewed by the search committee. The search committee would like to advance your application to the next phase in the search process: On-Campus Interviews.

As indicated in my telephone call to you on (month/date/year), your interview has been scheduled for XXXXX

The Sacramento State Department of Communication Sciences and Disorders on-campus interview day typically consists of:

- \* Meeting and interview with the search committee
- \* Meeting with Department Chair
- \* Interview with the Dean of the College of Health and Human Services
- \* Campus tour
- \* Candidate classroom presentation (50 minutes)
- \* Opportunities to meet with students and faculty

Schedule details will be disseminated prior to the interview date.

*Please be aware of the following Faculty Search Candidate Travel and Reimbursement information.*

### **Travel arrangements:**

1. Schedule and pay for your flights.
2. If lodging is required, please contact Christine Kellermann at [ckeller@csus.edu](mailto:ckeller@csus.edu). The College has an open PO with the Hampton Inn and Suites at 1875 65<sup>th</sup> Street, Sacramento, California. You will need to provide Christine with your name, email address, and cell phone number so that the reservation can be made for you.
3. When making reservations to travel, obtain **itemized receipts**. Accounts payable recommends not using Expedia because the receipt is not itemized.

### **Receipts for reimbursements must be kept for:**

1. Airfare for the candidate only
2. If driving rather than flying, roundtrip mileage is provided at standard state rates. Candidates will need to provide Google Maps with estimated mileage from residence to campus. Candidates will also need to provide the license plate number of vehicles driven. Reimbursement for mileage must be less than estimated flight costs if flying is an option.
3. Airport parking for the candidate only

4. Ground Transportation (taxi, shuttle, rental car) for the candidate only

5. Meals for Candidate:

- a. Meals not provided by the department on the day of interview will be reimbursed.  
Please keep itemized receipts.

**Reimbursements:**

Please fill out an online data vendor form for reimbursement before the interview. [Link](#)

You will receive instructions on how to submit receipts for reimbursement once you have completed all travel associated with the interview.

**Accommodations:**

Please do not hesitate to let us know if there is something else that we can do to make your virtual visit as comfortable as possible. For example, if you have any technology requests, or other needs, please let me know and we'll make sure to account for these as we plan the day.

It is the policy of CSU, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, visit this [Link](#) and contact the Benefits Office by email at [benefits@csus.edu](mailto:benefits@csus.edu) or by telephone at 916-278-6213.

Candidates who require accommodations must initiate requests for accommodations. The Benefits Office can provide assistance with arranging accommodations. The candidate will share with the Benefits Office that they have been contacted for an on-campus zoom interview for (Position), with (Office), and reporting to (Hiring Manager). The candidate is not required to disclose to the interview requestor the medical basis for the accommodation request. If additional information is needed to respond to the candidate's request, the University may request the candidate to ask their health care provider to confirm their disability and/or the need for the requested accommodation.

We appreciate your interest in California State University, Sacramento and look forward to your on-campus interview. If you have any questions, please feel free to contact me directly at (916) 278-XXXX.

Sincerely,  
Chairs name