Dear XXXX

Thank you for your recent application, for the position of ‘XXXXXXX’, reference GBP/SBP/SCP XXXX.

As discussed on the phone we would like to invite you to interview for this post. I have provided details below for you as agreed:

**Date:**

**Time:**

**Location:**

Please report to the XXXXwhich is situated in XXXX At least 5 minutes before the start of your interview. XXXX will meet you there and direct you to the interview venue.

*Or*

Please be online and have your Skype/MS Teams/ Zoom/ set up and prepared to receive a call/join the meeting using this link XXXXX from the interview panel.

**Directions:**

For in person interviews only. For interviews at the university you may wish to use the [university directions](https://www.exeter.ac.uk/visit/directions/).

**Interview Format:**

The interview will consist of two parts:

1. A formal panel interview with myself and XXXX which will take up to 30 minutes.
2. A test/presentation which will take15 minutes. The presentation title is “XXXX”.

**Panel Members:**

There will be two/three people on the interview panel and they are XXXX.

**Right to Work (RTW):**

We also need you to send a copy of your [RTW documents](https://www.exeter.ac.uk/staff/employment/righttowork/proof/how/) to my email address before the interview.

**Reasonable Adjustments:**

If you have a disability as outlined by the Equality Act 2010 and require reasonable adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you in the test and interview.

**Attendance Confirmation**:

Please could I ask that you to confirm by email that you are able to attend on the date and time above? If for any reason your circumstances change then please let me know either via email or by calling me on XXXX.

We look forward to meeting you on the XXXX. If you have any questions in the meantime please do not hesitate to get in touch.

Kind regards

XXXX