Sample Email to Student Employee Confirming Interview
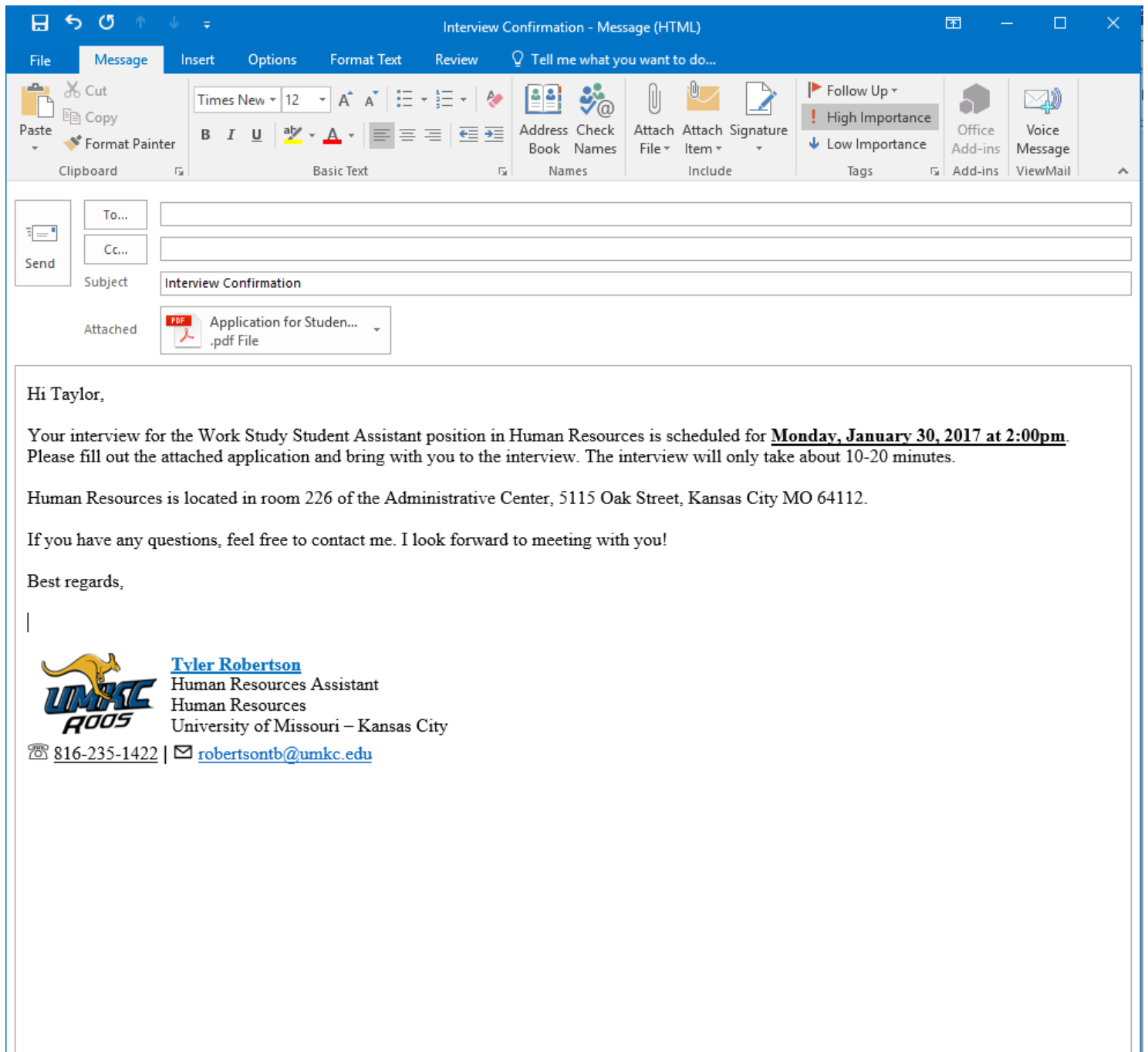
Please remove Work-Study language if hiring a student who does not have Financial Work-Study

Interview Confirmation - Message (HTML)

File | Message | Insert | Options | Format Text | Review | Tell me what you want to do...

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To...

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Subject: Interview Confirmation

Attached: Application for Studen... .pdf File

Hi Taylor,

Your interview for the Work Study Student Assistant position in Human Resources is scheduled for **Monday, January 30, 2017 at 2:00pm**. Please fill out the attached application and bring with you to the interview. The interview will only take about 10-20 minutes.

Human Resources is located in room 226 of the Administrative Center, 5115 Oak Street, Kansas City MO 64112.

If you have any questions, feel free to contact me. I look forward to meeting with you!

Best regards,

Tyler Robertson
Human Resources Assistant
Human Resources
University of Missouri – Kansas City

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