

REQUEST TO INTERVIEW

(Must be presented to HR before candidate is brought to campus)

POSITION: _____

CANDIDATE: _____ **(VITA MUST BE ATTACHED)**
(NAME)

CITY _____ **STATE** _____

TARGET DATE FOR CAMPUS VISIT: _____

APPROXIMATE COST TO BRING CANDIDATE TO CAMPUS:

FLY: \$ _____ **DRIVE:** \$ _____ **LOCAL:** _____

LODGING & MEALS: \$ _____ **OTHER:** _____

COMMENTS:

REQUESTED BY: _____ **DATE:** _____
(Chair of Search Committee/Department Head)

APPROVED: _____ **DATE:** _____
(VP/Sr Cabinet Member)

Return to Human Resources to begin the Interview cycle.
Title

(Position)