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.