MEMORANDUM DATE

TO: Cathleen Moore-Linn, RCUOG Executive Director

VIA: Dean/Director

FROM: Principal Investigator

RE: Interview Date, & SIB for JA# RC-21-XX Position title of Job Announcement

Hafa Adai,

The applicant summary for recruitment JA# RC-21-XX Position title of Job Announcement have been reviewed and would like to proceed to conduct interviews for the qualified applicants.

The following personnel(s) will be on the selection interview board for listed job announcement.

* Faculty or Staff name, and title (CHAIR)
* Faculty or Staff name, and title
* Faculty or Staff name, and title

*Note: \*Must have (3) three committee members & an EEO Rep to conduct an interview. RCUOG will organize the interview with EEO and contact all selected applicants. Interview questions must be sent to* *rcuoghr@triton.uog.edu* *for approval. Interviews will not be conducted unless questions are approved by EEO. EEO will need a weeks’ notice to reserve interview dates.*

The Interview is schedule for DATE from TIMES via ZOOM *(provide Zoom link).*

The Following Qualified Applicants that will be interviewed (**include short justification**):

1. John Doe