

Sample Skype Interview Invitation Email – EE department

Dear ,

On behalf of the faculty search committee at the Electrical Engineering Department at the University of Washington I would like to thank you for your interest and application.

As part of our selection process, we are conducting short interviews by phone and Skype with a promising subset of applicants to help narrow the list of candidates who will visit the UW campus for a formal interview. We would like to arrange such a Skype interview with you.

The interview will consist of a short presentation by you, followed by questions and answers. The interview committee will consist of faculty in the department both from within and outside your area of specialization. We are requesting that you prepare a short presentation with a maximum of 10 viewgraphs taking up no more than 20 minutes. This presentation should be appropriate for a general audience within the EE Department. The total duration of the interview will be about 45 minutes.

Most of your presentation should be devoted to your research. In particular, we request that you address the following questions:

1. What is your research area?
2. What are the most significant contributions from your research to date?
3. Why are they important? (Explain to a broad audience)
4. What directions are you planning for your future research? (Both short- and long-term)
5. What collaborations at UW (both within and outside EE) would be useful to the success of your research?

We will then ask you questions about your research and your plans. We will also be happy to answer any questions that you might have.

We are hoping to schedule your Skype interview within next 7-10 days. It will be great if you can let me know some time-slots that will work for you.

Some technicalities:

- Please send an invite to my Skype ID (XXXX)
- Since Linux does not allow screen sharing yet, please avoid using it with Skype.
- You should also use the regular Skype program rather than the Skype app because the Skype app does not support screen sharing.
- Finally, it will be great if you can send us your slides (with slide numbers) before the skype call, in case the screen sharing does not work.

We very much look forward to talking to you. Feel free to ask any questions via email or by calling me on my cell: XXX-XXX-XXXX

Thank you!