Use this template to provide a detailed description of the activities that will transpire during the duration of the candidate’s visit to campus.

Notes for Committee/Panel Chairs:

* For travel and reimbursement information for the candidate, visit: <https://www.wisconsin.edu/travel/support/uw-la-crosse/#tab-interview-candidates>.
  + Use this for hotel accommodations
  + Consider rental car needs
* For information related to Parking on Campus and providing a complementary (department will be charged) parking pass for the candidate, please email: [parking@uwlax.edu](mailto:parking@uwlax.edu)
* This template is not meant to dictate the order or path of each interview – it is an illustrative example and starting point for committees/panels to build their own specific interview schedule.

---

[CANDIDATE NAME]   
In-Person Interview for the position of [INSERT POSITION TITLE]  
[INSERT DATE and BEGINNING TIME]

We are excited to welcome you to UW-La Crosse! Use this guide to help reference your planned in-person interview. Below are the details.

**Notes for the Candidate:**

* Please plan on parking in the [INSERT CLOSEST PARKING LOT] lot.
* Your in-person interview will begin in [INSERT BUILDING NAME AND ROOM NUMBER]. For a map of campus, please visit: <https://www.uwlax.edu/map/>
* For questions or concerns regarding accommodations, please contact Human Resources at [hrinfo@uwlax.edu](mailto:hrinfo@uwlax.edu) or 608.785.8013.
* For day of interview contacts, please contact the Search Committee/Panel Chair:
  + Office Phone Number:
  + Email Address:
  + Mobile Number (optional):
* If overnight accommodations have been arranged, please utilize the following contact information for the hotel:
* If you are traveling, please use the UW System Travel Service for any changes/modifications/alternations to your schedule: <https://www.wisconsin.edu/travel/support/uw-la-crosse/#tab-interview-candidates>

|  |  |  |
| --- | --- | --- |
| **Description of Activity** | **Time and Location** | **Persons who will be present** |
| Welcome and Meet and Greet with Search Committee/Panel  Optional coffee and continental breakfast offerings | 8:00 AM to 8:15 AM |  |
| Interview with Committee/Panel | 8:20 AM to 9:00 AM |  |
| Interview with Supervisor/Chair | 9:05 AM to 9:50 AM |  |
| Break | 9:50 AM to 10:00 AM |  |
| Interview with Director/Dean | 10:00 AM to 10:50 AM |  |
| Interview with Department | 11:00 AM to 12:00 PM |  |
| Lunch  Work with University Centers for reservation and catering | 12:05 PM to 12:50 PM |  |
| Interview with Key stakeholders | 1:00 PM to 1:50 PM |  |
| Interview with Students | 2:00 PM to 2:45 PM |  |
| Break | 2:45 PM to 3:00 PM |  |
| Teaching Demonstration | 3:05 PM to 4:00 PM |  |
| Dinner/Camaraderie  This can be offsite, there are a variety of restaurants that direct bill the university. Consult with Business Services for more information. | 5:00 PM |  |