Email:

Vacancy Reference: XXX/XXX

Date

PERSONAL

Dear Insert name

**Re: Post title and reference**

Thank you for your application for the above post.

I am pleased to inform you that you have been shortlisted for an interview.

Details of the interview can be found below:

Date:

Time:

Location: Zoom/ Teams/ Office Location

The interview is likely to last for around **insert** minutes.

The shortlisting panel will be:

* **insert names of panel members**

In addition to the interview questions you will be asked to give a presentation on (title).

The University is approximately 15 minutes from the city centre (a map is enclosed for your information).

During your interview there will be an opportunity for you to ask any questions you may have about the role or the University as well as discuss any interview expenses you wish to claim for.

You will be asked to provide a contact telephone number or email address following your interview.

**The selection process**

The selection decision will be made on the basis of your application form, coupled with your performance during interview.

During the interview you will be asked to expand upon aspects of your application and other matters in relation to the duties involved in the role described in the information which you received with the application form (Further Particulars).

**Claiming reimbursement for expenses**

An interview expenses form is enclosed. Second class return traveling expenses will be paid, together with an allowance for one night’s accommodation should it be necessary for you to stay overnight in Manchester.

In order to ensure that reimbursement is made in full and without delay please note the following points:

1. All expenditure must be authenticated by enclosing original receipts. Credit card vouchers are not acceptable as evidence of expenditure. Please note that (as stated on the enclosed claim form) expenses will not be reimbursed unless supported by receipts for all expenditure.
2. Expenses for travel by private car will normally be reimbursed at the equivalent rail fare. However, you should supply receipts for fuel used on your journey.
3. Candidates travelling from overseas should give particular attention to identifying the most economical flight. Certain airfares can be reduced dramatically by obtaining overnight accommodation on a Saturday night and you should contact me if you plan to reduce costs in this way.
4. Except in the circumstances outlined in (3), where it is necessary to stay overnight in Manchester, expenses for no more than one night’s accommodation will be met. You should contact me if this will not be possible in your case.
5. It is important that you complete all relevant sections of the expenses claim form and that you sign by “SIGNATURE OF CANDIDATE”.
6. It will not be possible to provide you with a cheque on the day of the interview, but if the claim is in order, a payment will be made within three weeks after submission.

**Confirming attendance**

I should be grateful if you would let me know as soon as possible, preferably by email or telephone, whether you wish to accept or decline this invitation.

Please also let me know at this stage whether you have any reasonable adjustments that are required in order to allow you to attend the interview.

**Contacting Referees**

If for any reason you requested in your application that your referee (s) may not be contacted until a later stage, when confirming your attendance please also confirm whether your referees may now be approached by the University to comment on your application.

**Accommodation**

If you would like assistance in finding suitable accommodation close to the University campus please let me know. Rooms are often available in the Hyatt hotel adjacent to Manchester Business School (telephone 0161 275 6303) which is marked on the campus plan enclosed. Further information about the hotel and how to book can be found here: <https://www.alliancembs.manchester.ac.uk/contact/hotel-bookings/>. You should pay your own bill and claim for reimbursement on your expenses claim form.

I hope that you are able to accept this invitation and look forward to meeting you.

Yours Sincerely

Name

Job Title

Enclosures: Interview Expenses Claim Form

Campus Plan