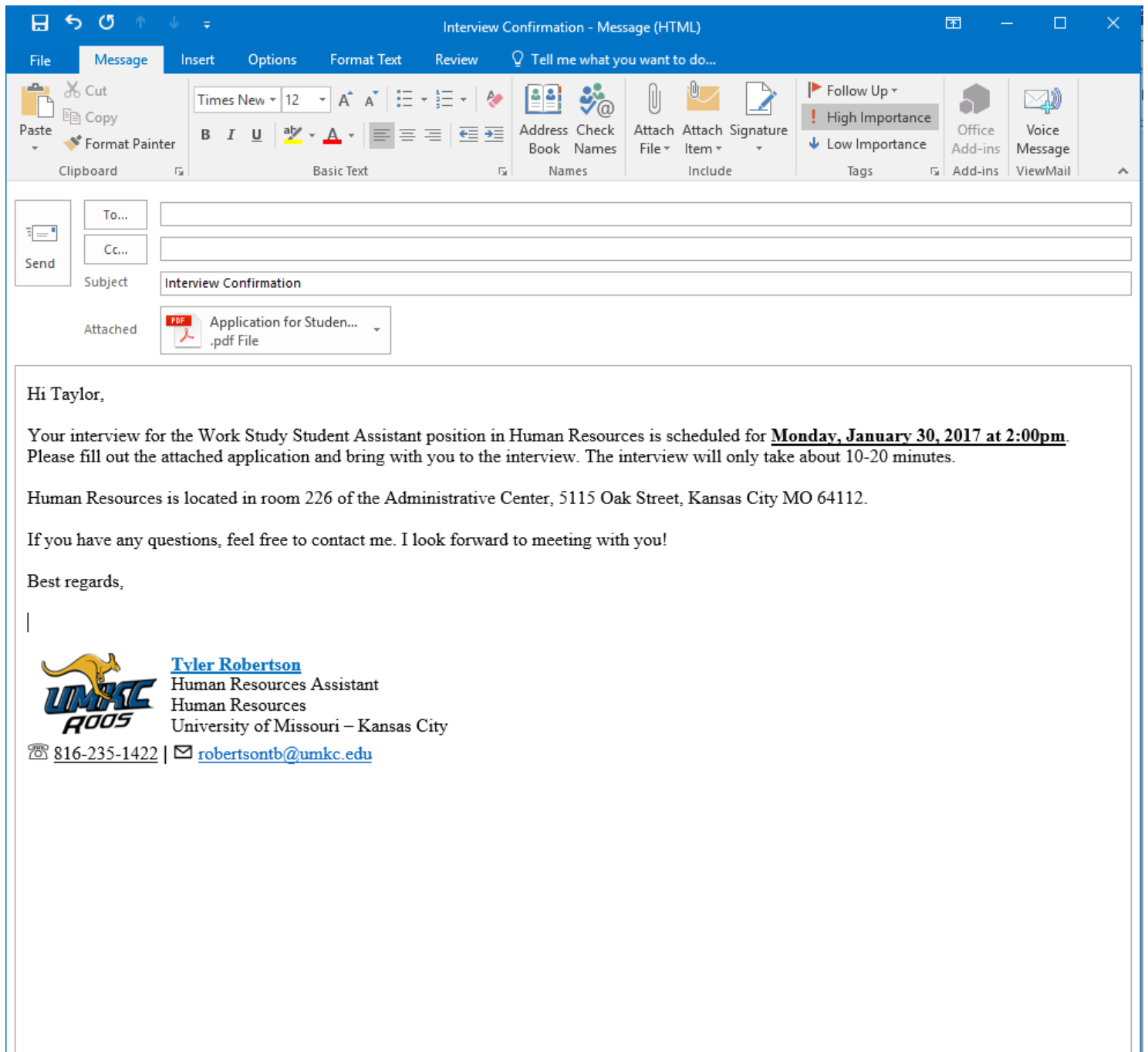


Sample Email to Student Employee Confirming Interview

Please remove Work-Study language if hiring a student who does not have Financial Work-Study



The screenshot shows an Outlook email window titled "Interview Confirmation - Message (HTML)". The ribbon includes File, Message, Insert, Options, Format Text, and Review. The Message ribbon is active, showing options like Cut, Copy, Paste, Format Painter, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Address Book, Check Names, Attach File, Attach Item, Signature, Follow Up (High/Low Importance), Office Add-ins, and Voice Message. The email fields are: To... (empty), Cc... (empty), Subject: Interview Confirmation, and Attached: Application for Studen... .pdf File. The email body contains the following text:

Hi Taylor,


Your interview for the Work Study Student Assistant position in Human Resources is scheduled for **Monday, January 30, 2017 at 2:00pm.** Please fill out the attached application and bring with you to the interview. The interview will only take about 10-20 minutes.

Human Resources is located in room 226 of the Administrative Center, 5115 Oak Street, Kansas City MO 64112.

If you have any questions, feel free to contact me. I look forward to meeting with you!

Best regards,

|

 **Tyler Robertson**
Human Resources Assistant
Human Resources
University of Missouri – Kansas City

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