MEMORANDUM DATE

TO: Cathleen Moore-Linn, RCUOG Executive Director

VIA: Dean/Director

FROM: Principal Investigator

RE: Interview Date, & SIB for JA# RC-23-XX Position title of Job Announcement

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*](mailto: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).*

Zoom Account Owner: *Name of registered name in the Zoom account*

Zoom Host: *Name of personnel hosting the interview*

The Following Applicants to be interviewed (**include short justification**).

1. John Doe