Dear XXX

**Re: Research Role xxxx**

You have been selected for interview for the above-mentioned post.  I should be obliged if you would attend **on line via teams**.  A teams invitation will be sent to you in due course.

**Date:**                     xxx                 **Time**: xxxx

Please advise if you should require a sign language interpreter, personal assistance or other accommodations.

The interview will last approximately xx minutes.  A Selection Committee has been established by the University which is responsible for shortlisting and interviewing candidates for this post.

The criteria for selection which were determined prior to shortlisting are detailed in the particulars of the post, which are attached.  These criteria have been identified as the minimum criteria for the post. However additional relevant qualifications, experience and skills will also be taken into account.  In line with recruitment policy, referee reports will be requested from the referees of all candidates shortlisted for interview.  However, the onus of responsibility lies with the candidate to ensure such reports are submitted prior to the date of interview as references will be requested one time only.

For further information on UCC and living and working in Cork please click here <http://www.ucc.ie/en/hr/recruitment/candidates/>.

Please acknowledge this invitation and confirm whether you will be attending for Interview by emailing me back by return. **Please provide details of a contact number (preferably a mobile number) on which you can be reached on the day of interview.**

Should you require any further assistance please do not hesitate to contact me.

With kind regards,