***Please use this template when inviting candidates to an online interview. Delete any fields that aren’t applicable. Please do not remove or alter the reasonable adjustments statement from this template. This small addition ensures we're meeting our legal obligations under the Equality Act 2010 and shows our commitment to inclusivity and accessibility in our recruitment process.***

***By including this statement, we're:***

* ***Providing candidates the opportunity to tell us about any adjustments they may need for the interview process (e.g., accessibility, neurodiversity, health conditions).***
* ***Demonstrating an inclusive culture where all applicants feel welcomed and supported.***
* ***Avoiding potential legal risks by proactively offering accommodations rather than waiting for someone to ask.***

**PLEASE REMOVE ABOVE STATEMENT WHEN SENDING THIS TEMPLATE TO CANDIDATES.**

Good morning / Good afternoon [Delete as appropriate]

We hope this email finds you well. I am writing to invite you for a virtual interview for the position of **[Job Title]** at the University of Bristol.

Details for the interview are as follows:

Date: [Insert Date]

[Insert Duration of Interview Process]

Interview Process:

[Interview]

[Presentation/Assessment]

Interview Panel:

[Panel Member Name], [Panel Member Job Title]

[Panel Member Name], [Panel Member Job Title]

[Panel Member Name], [Panel Member Job Title]

To ensure that you are well prepared, please find attached a copy of the Job Description.

If you encounter any issues on the day, please contact **[Insert Point of Contact Number]**

Your interview will be held virtually via MS Teams – please see instructions below:

Download and Install: If you haven't already, please download and install the latest version of Microsoft Teams on your computer or mobile device. You can find the application at: [[Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app)]

Account Creation: Ensure you have a Microsoft Teams account. If you don't have one, you can sign up for free using your email address.

**Reasonable Adjustments:** We are committed to ensuring equal opportunities. If you require any reasonable adjustments during the interview and selection process, please let us know by emailing [uobrecruitment-adjustments@bristol.ac.uk](mailto:uobrecruitment-adjustments@bristol.ac.uk) as soon as possible so that we can make the necessary arrangements prior to your interview. Please provide your candidate ID in the subject line of your email if the role you have applied to is a professional services vacancy. Further information on reasonable adjustments can be found [here](https://www.bristol.ac.uk/hr/resourcing/additionalguidance/reasonable-adjustments-for-applicants/).

***Please confirm your attendance by responding to this email.***

If you have any questions or require further information, please do not hesitate to contact me.

We look forward to meeting you virtually.

Best wishes

**The Resourcing Team**

**University of Bristol**