**CPSMA Template**

**Letter of invitation to Online Interview**

**Re: Interview for the position of [Insert description of post, e.g. Fixed Term Teacher] at [Name of School]**

Dear [Name of candidate],

Thank you for your application for the above position.

I am pleased to invite you to interview, which will be held via [insert name of platform] on DD/MM/YYYY at [insert time of interview].

You can download/access the app./platform using the following link: [Insert link].

As this interview is being conducted using video-conferencing, I would like to bring the following requirements/issues to your attention:

Please ensure that you have sufficient broadband speed and familiarity with the functions of [insert name of platform], to engage in the interview.

If you experience any technical issues during the course of the interview, we will make every effort to work with you to resolve them.

However, please note that if these issues cannot be resolved, the Interview Board may not be in a position to reschedule your interview outside of the allocated interview date.

Enclosed, please find the Criteria for Interview and a copy of the Schedule for a Catholic School.

To assist you with your preparation, I also enclose a *Candidate’s Checklist for Remote Interview.* (This is an optional enclosure)

Please note that by accepting this invitation to interview you are agreeing to the following:

* 1. To be interviewed using video-conference technology, namely [insert name of platform]
  2. That you will download and access the relevant software on the remote device and location that you will be using for the interview, and familiarise yourself with its functions, in advance of the scheduled interview date.
  3. That you are giving consent for the designated Interview Board member to contact you on the contact number provided on your application form in the event of any technical difficulties occurring during the interview.
  4. That the interview will not be recorded by you or any party using audio, video or any other method(s) of technology. Each candidate’s invitation to, and participation in, the interview is subject to and conditional upon such prohibition of recording, irrespective of the purpose or any intended use of such a recording, personal or otherwise. Failure to comply with this requirement will render your interview invalid and you will no longer be considered for appointment to the position advertised.
  5. That you will confirm, at the outset of the interview, that you are participating on your own, without the possibility of being assisted, over-heard or recorded. Failure to comply with this requirement will render your interview invalid and you will no longer be considered for appointment to the position advertised.

I would be most grateful if you would advise of your availability for interview, by [insert date and time], to this email address.

When accepting this invitation to interview, please confirm your agreement to points a) to e) above. Failure to confirm this will result in a withdrawal of this invitation and you will not be considered for appointment to the position advertised.

When you have confirmed your availability, you will receive a link and password to join the interview. The link will be sent to the email address that you have listed on your application form, and will be issued at least 24 hours before the interview.

I would be most grateful if you would confirm receipt of this link by return email.

We look forward to meeting you at interview on DD/MM/YYYY.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of the Interview Board

Encl.:

1. Criteria for post

2. Schedule for a Catholic School

3. Candidate’s Checklist for Remote Interview*.*  (Optional enclosure)