

COLLEGE OF  
MARIN

Dear Candidate,

This is to confirm your interview with the Screening Committee for the [insert position title] position at the College of Marin. I have scheduled your interview for [insert date and time] via Zoom. Please see the link below.

As part of the interview process, you will be asked to complete a pre-interview exercise, which will require the use of a word processing software, as well as have a chance review the interview questions before you meet with the committee. I will email you both the questions and the pre-interview exercise 35 minutes before your interview start time [insert time]. Once you have completed the exercise, please email it back to me at [jbreakstone@marin.edu](mailto:jbreakstone@marin.edu) by [insert time]. Then committee will then connect with you via Zoom to conduct your interview.

Lastly, I have attached a copy of the job posting for your reference. And, if you have any further questions, please contact me at (415) 485-9331 or by email at [jbreakstone@marin.edu](mailto:jbreakstone@marin.edu).

We look forward to meeting with you.

Sincerely,  
Julie Breakstone  
Human Resources  
College of Marin