

## INTERVIEW AUTHORIZATION LETTER SAMPLE



Office of the Director  
4040 Campus Delivery  
Fort Collins, Colorado 80523-4040  
(970) 491-6281

July 6, 2018

<Interviewee Name>  
<Interviewee Address>

Dear <Interviewee Name>,

I am pleased that you have consented to interview for the Douglas County Extension Assistant Director position. Below is a schedule of all your interviews:

<Interviewee Name> | July 16

3:10 p.m.– 4:10 p.m. Campus Interview

<Interviewee Name> | July 17

12:40 p.m. – 1:40 p.m. County Interview

4:10 p.m. – 4:40 p.m. Meeting with Douglas County Extension Staff

Your day, July 16, will begin with an interview with the campus search committee at 3:10 p.m. Your interview will be held on campus in University Square Building located at 1311 South College Avenue, Fort Collins. Our number is (970) 491-6281, should you need it. Please check in at the front desk when you arrive.

Your campus interview will last 60 minutes. The first few minutes will be used for introductions, including time for you to introduce yourself. The next 10 minutes will be for your presentation to the search committee with two or three follow-up questions. Your 10-minute presentation should address the following topic:

[How will you lead Douglas County Extension to engage and develop both internal and external stakeholders?](#)

Your presentation will be followed by 40 minutes of questions the search committee will pose to you, with the last 5-7 minutes available for you to pose any questions you might have to the search committee.

Your county interview will be held the following day, July 17, at 12:40 p.m. at the Douglas County Extension office, located at 410 Fairgrounds Road, Castle Rock 80104-2699. Their number, should you need it, is (720) 733-6940. Please check in at front desk when you arrive.

Your interview will last 60 minutes and will follow the exact same format as the day before, including the presentation topic. During your county interview, you will meet with a group of people representing local staff, county advisory committees, volunteers, local government, and other county partners.

On the afternoon of your county interview, you will have the opportunity to meet with Douglas County Extension staff. This will afford you an opportunity to better acquaint yourself with staff and office culture as well as provide staff an opportunity to learn more about you and your leadership style.

Technology will be set-up at both locales. **If you are planning to use a PowerPoint, please e-mail it to Sonjia by 1:00 p.m. on July 13 and bring it on flash drive as back-up.** If you have other audiovisual presentation needs, you may reach Sonjia Graham at (970) 491-2806 or [sonjia.graham@colostate.edu](mailto:sonjia.graham@colostate.edu).

We will reimburse you for your mileage and travel expenses associated with your interview. Please be aware that you will need a parking permit to park on campus. You may purchase hourly permits from the kiosk located on the first floor of the South College Avenue Parking Garage on Pitkin Street, off College. Hourly permits can only be used in the parking garage, first floor. If you'd like to park in parking lot 575 (south of University Square, our building), call Parking Services at (970) 491-7041 to purchase a virtual day pass over the phone. Visit <http://ptsdata.colostate.edu/maps/mapside.pdf> for a map to help you navigate campus.

We ask that you make your own travel arrangements. If it is necessary for you to stay in a hotel, we will reimburse you for it and meals, as appropriate. The 'TR Searches Form' used for reimbursements is enclosed. Please collect and submit your receipts, including those for parking. Send your completed form and receipts to Sonjia Graham at Colorado State University Extension, 4040 Campus Delivery, Fort Collins, Colorado 80523-4040. If you have questions regarding this reimbursement, please call Sonjia.

If you have any questions either before or after the interview, Sonjia can be reached by phone at (970) 491-2806 or via email at [sonjia.graham@colostate.edu](mailto:sonjia.graham@colostate.edu). I look forward to seeing you.

Sincerely,

A handwritten signature in black ink, appearing to read "JoAnn Powell", written in a cursive style.

JoAnn Powell