

Dear <name>:

I hope this finds you well! Thank you so much for taking the time to do a phone screen interview with me. I'm pleased to say that we'd like to offer you the chance to continue in our hiring process so that we can continue exploring whether you might be a fit to join the amazing team at <school name>. <Include some personal detail from the phone conversation>

I'd like to invite you to take three next steps. I've outlined the process for each below; please reach out ASAP if you have any questions. I want to thank you in advance for the time you will put into preparing these next steps--we know it is a big ask. However, we have found that when we and our candidates take this time, we are much better set up for determining whether there is a good fit. You should plan to spend about 2 hours on the performance tasks (less if you already have a video recorded that is related to the task described).

- 1) **Written performance task:** <describe the task or case study you are assigning and link to it.> Please return your written response via email to me no later than <48-72 hours>.
- 2) **Video performance task:** <describe the task you would like candidate to video> Please upload your video to this folder <link> no later than <date>
- 3) **Video conference interview:** We would like to invite you to participate in a video conference interview with the hiring committee for this position. During this time, we will give you feedback on your written and video performance tasks, as well as ask you some interview questions. We are scheduling interviews on <dates> at <times>. Can you please let me know your availability for an interview with our team?

Again, I want you to know how excited we are to continue to get to know you. We look forward to hearing back from you, and to pursuing our next steps.

Please don't hesitate to contact me anytime with questions.