Email template from department to candidate to introduce HR

Hello Dr. [NAME].

I’d like to introduce you to [HR rep name] from the College of [college] human resources team. During your campus visit we will be spending time evaluating you as a candidate, but we also want to allow time for you to evaluate us and the Iowa City area. We’d like to help you explore opportunities to both build a career and build a life in our community. In that vein, [HR rep name] will continue some discussions with you outside of our departmental meetings. On [date] there is time in your schedule set aside to explore your interests and what is important to you. [HR rep name] will coordinate this time with you directly. Please expect to hear from [her/him] soon.

Kind regards,
[name of department admin]
[signature block]

Email template from HR to candidate to schedule community time.

Hello Dr. [NAME],

It’s a pleasure to “meet” you and I look forward to meeting you in person during your upcoming visit to the College of [college]. The University of Iowa actively seeks to help our faculty and staff build a career and build a life in the Iowa City community. To help introduce you to our campus and broader community, I welcome you to explore the information and resources outlined on the Build A Career | Build A Life webpage. You’ll find information about dual career services, diversity and inclusion, housing, and entertainment, among other topics. Our new Jobs@Uiowa site also contains great information about working and living in this area, as does the Iowa City Area Welcome website.

We have reserved up to 2 hours during your visit for you to explore campus or community resources of your choosing. I will coordinate this portion of your visit with you so that your personal interests/needs are not part of the search committee’s process. Please let me know how you would like to spend that time and I will make any necessary arrangements. For example, if you are interested in meeting with a representative from one of the campus affinity groups (found in the Diversity & Inclusion section of the Build A Career | Build A Life webpage) I can arrange for that meeting during that time. If you would like to tour the Campus Recreation and Wellness Center, I can set that up for you. If you’d rather have the time to explore downtown Iowa City on your own, that’s fine too. It’s completely up to you. In addition, you will meet with me for 30 minutes so that you have time to ask any questions that you might have in a confidential setting.

I look forward to hearing from you.

Warm regards,
[name of HR rep]
[signature block]

The Iowa City Area welcomes you!