



Dear (Candidate Name),

I appreciate you taking the time to schedule a video interview with myself and our hiring team for the (Position Title). As we discussed, the video interview will take place on (Date) at (Time) using (Software Application). To ensure that we are all able to “see” each other for the video interview, please try to test out (Software Application) a day or so in advance to help alleviate any technical snafus that could occur. The (meeting ID/link to meeting/password, if needed) is listed here:.....

Since this will be a video interview, we thought it would be beneficial to send you some links to videos that have been created and demonstrate the culture and environment that State of Vermont employees experience. They can be found [here](#) and additionally here: [Welcome to the SoV](#).

You will be meeting with myself (job title), (other Interviewer and job title) and (other interviewer and job title). It is estimated our interview will take approximately (length of time).

Please reach out with any questions in the meantime.

Best,

(HM Name)