Sample Email: Interview Matrix

Selection Committee Members,

I reviewed the (insert number) applicants and their applications are complete.

Attached is the Interview Matrix. You each have a tab in the spreadsheet with your name on it. You will go to the HRMS website to review the applicant materials. Review all applicant information online to minimize paper waste. For each of the selections, you may score 0 – 5. For the Required Qualifications, score either a 0 for not qualified or a 5 for qualified. For the Preferred Qualifications, score 0 for no qualification up to a 5 for very qualified. It will be up to your discretion as to how to score; just remember to be consistent throughout the scoring process for each applicant.

HRMS:  https://utdirect.utexas.edu/hrms/home.WBX
Document Number: Include Number Here

You may start scoring now or wait until we close the posting. However, it can take quite a while to go through the list of applicants, so I suggest starting now. As new applicants are added, please review only those applicants with a status of reviewed, complete application. Once we’ve closed the posting and you’ve finished rating all of the applicants, email your spreadsheet back to me and I will combine and tally the scores.

I’ll send the Interview Questions later when we are a bit closer to setting up the interviews.

Let me know if you have any questions. Thanks again for your help!

Contact Name and Information