**Instructions: revise and/or remove sections to tailor to recruitment and to candidate’s itinerary.**

Please contact the Office of Human Resources with questions about this sample/template.

December 18, 2017

Hootie Owl

123 Hustlin’ Owls Drive

Klamath Falls, OR 97601

Dear Hootie:

This letter confirms your on-site visit for the Assistant Professor position in the Communication Department in the College of Health, Arts, and Sciences at Oregon Tech. Details regarding your on-site visit are listed below.

**March 27, 2018**

*Flight Information:*

Airline: Delta Airlines

Flight(s): #DL1340 - Bozeman/Big Sky, MT to Medford, OR

#DL5812 - Connecting flight in Salt Lake City, UT

Departing: 06:09 a.m.

Arriving: 12:10 p.m.

Hootie Owl will pick you up from the Medford Airport (black Dodge Journey).

*Hotel Accommodations:*

Hotel: Best Western/Olympic Inn

2627 S. 6th Street

Klamath Falls, OR 97603

541.882.9665

Confirmation: 1234

*Rental Car Information:*

Company: Hertz

1234 Owl Street

Klamath Falls, OR 97600

Confirmation: 1234

*Dinner:*

Hootie Owl, Search Chair

Wubba’s BBQ

6:00 p.m.

Hootie will pick you up at the hotel.

**March 28, 2018**

6:30 a.m. – 7:30 a.m. Breakfast at the hotel

7:30 a.m. Hootie will pick you up at the hotel (red Ford Focus hatchback)

8:00 a.m. – 9:00 a.m. Meet with Search Committee: (enter names) in Mt. Thielsen, College Union

9:00 a.m. – 9:30 a.m. Benefits overview with Sarah Henderson, HR, in Snell 110

9:30 a.m. – 10:15 am Campus Open Forum, Mt. Bailey, College Union

10:15 a.m. 10:45 a.m. Break, Semon Hall 100

10:45 a.m. – 11:15 a.m. Meet with NAME, Dean/VP, [area]

11:15 a.m. – 11:45 a.m. Campus Tour – provided by Admissions Office

11:45 a.m. – 1:00 p.m. Lunch with Search Committee

1:00 p.m. – 2:00 p.m. Brief tour of (city)

2:00 p.m. – 3:00 p.m. Meet with (name), supervises position

3:00 p.m. – 3:30 p.m. Meet with Department Chair/Director, (name)

3:30 p.m. – 4:00 p.m. Break, Semon Hall 100

4:00 p.m. – 4:30 p.m. Meet with Provost, Dr. Gary Kuleck, Snell 2nd floor

4:30 p.m. – 5:00 p.m. Tour Department and Meet with Department Faculty & Staff

5:00 p.m. – 7:00 p.m. Dinner with DEPARTMENT faculty & staff

Roosters Steak & Chop House

205 Main Street, Klamath Falls, OR 97601

Hootie will provide transportation to Roosters and to the hotel after dinner.

**March 29, 2018**

*Hotel Accommodations*

Hotel: Rogue Regency Inn

2300 Biddle Road

Medford, OR 97504

Phone: 541.770.1234

Confirmation: 6102595

Rogue Regency has a free airport shuttle.

**March 30, 2018**

*Flight Information*

Airline: Delta Airlines

Flight(s): #DL5781 - Medford, OR to Bozeman/Big Sky, MT

#DL4449 - Connecting flight in Salt Lake City, UT

Departing: 4:00 a.m.

Arriving: 7:00 a.m.

**KLAMATH FALLS CANDIDATES – DRIVING PERSONAL OR RENTAL VEHICLE**

*Contact HR for visitor permit.*

Attached is a Visitor's Parking Permit for your use. The parking permit is valid in any Oregon Tech parking space unless otherwise indicated. You can find an Oregon Tech campus map at <http://www.oit.edu/campus-map>.

**PORTLAND-METRO CANDIDATES – DRIVING PERSONAL OR RENTAL VEHICLE**

*Contact Trish Hower for visitor permit.*

Attached is a Visitor's Parking Permit for your use. The parking permit is valid in any parking space unless otherwise indicated.

The following websites may be helpful as you plan your visit to (Klamath Falls/Wilsonville/Salem/Seattle).

* College of Health, Arts, & Sciences I [www.oit.edu/has](http://www.oit.edu/has)
* Visitor Info | [www.oit.edu/visitors-info](http://www.oit.edu/visitors-info)
* *Owl* Community | [www.oit.edu/hr/owl-community](http://www.oit.edu/hr/owl-community)
* Klamath Falls | [www.meetmeinklamath.com/](http://www.meetmeinklamath.com/)
* Wilsonville | <https://explorewilsonville.com/about/>
* Salem | [www.travelsalem.com/](http://www.travelsalem.com/)
* Seattle | [www.visitseattle.org/](http://www.visitseattle.org/)

The College of Health, Arts, and Sciences faculty and staff look forward to meeting with you. If you have questions, please contact me at 541.885.5555 (office) or 541.968.0000 (cell).

If an accommodation related to a disability is needed for this process, requests should be made by [two days before interview] to Sarah Henderson in the Office of Human Resources at 541.885.1028 / [sarah.henderson@oit.edu](mailto:sarah.henderson@oit.edu).