

**Candidate:**

**Date(s) of Visit:**

**Guide for Visit:**

**Current Institution (if applicable):**

### **Correspondence with Candidate**

- Initial email/letter/call to candidate
- Schedule visit, request title and abstract for talk (if applicable)
- Send confirmation letter
- Send UF informational packet with letter
- Send itinerary information (include travel arrangements, meals, and lodging if done by the department, agenda for visit, contact information for Visit Guide, information on reimbursements if applicable)
- Prepare Travel forms if providing a reimbursement to the candidate (this also includes reimbursement for meals)

### **Prepare Appointments for Candidate**

- Schedule meeting with Hiring Authority
- Schedule meeting with additional department faculty members
- Schedule seminar meeting time with search committee members
- Schedule interview meeting time with search committee members
- Distribute candidate's agenda and CV to all search committee members

### **Abstract**

- Confirm abstract for seminar was received from candidate
- Post in proper venues (department website, announcement boards, list serves) for department members to view
- Send reminder of seminar to department members

### Seminar Logistics

- \_\_\_ Reserve room for seminar
- \_\_\_ Secure private office space for candidate if possible
- \_\_\_ Reserve media equipment if needed
- \_\_\_ Order refreshments for seminar, if applicable
- \_\_\_ Provide this information to Visitor Guide and include this information in the candidate's itinerary

### Day of Seminar

- \_\_\_ Verify that media set-up is working properly in the seminar room
- \_\_\_ Verify refreshments are delivered and set-up