



OFFICE *of*  
HUMAN RESOURCES  
EAST TENNESSEE STATE UNIVERSITY

## Email Request to Certify Applicant Pool for Interview

Example Email:

To: Human Resources (hr@etsu.edu)

From: Name, Title, Department

Subject: Request Certification of Applicant Pool for Interview

All applicants for posting number 00000, Title of Position, have been reviewed and moved to the statuses "Recommended for Interview," "Not Recommended for Interview," "Recommend for Phone/Electronic Interview," or "Recommend Alternate for Interview" as appropriate. Please contact Jane Smith at 9-0000 with any questions or concerns. We are requesting you to certify this pool for interviews.