



## Communication from UCF

Dear {FIRSTNAME},

We would like to update you on the status for {JOBTITLE}-{JOBNO}. We certainly appreciate the time you spent during the application process. The hiring officials are carefully assessing your skills in line with the specific requirements for this position.

The COVID-19 pandemic is affecting everyone in one form or another. The highest priority for the university right now is to ensure the safety and wellbeing of the students entrusted to us and that of the faculty and staff who serve them. In addition, we are all working to minimize the disruption to their education. We ask your patience as UCF navigates through these unprecedented times. There may be delays in reviewing applications and scheduling interviews. As part of our interviewing process, we begin with an initial phone screen, then move into in-person interviews. Out of an abundance of caution, interviews may transition to a video format, leveraging Skype or Zoom.

We hope that you and your love ones stay safe. It is important to work as a country to mitigate exposure and continue as a community to take care of each other.

A decision regarding the next step will be made as soon as practicable. UCF will update you as we know more.

***Charge On!***

Kind Regards,

**UCF Talent Acquisition**