

CANDIDATE WELCOME E-MAIL TO DIVISION



The University of Alabama at Birmingham

Good Morning!

Please note that we will have Dr. _____ a faculty candidate (see Itinerary attached) in town with us next week for his 1st visit to UAB and to our Division.

If you see Dr. _____ in the hallways on _____ (date), please introduce yourself. It takes our whole team to make a recruitment visit successful, and we are counting on each person to help us make a positive impression. Please be mindful of ways we can be inviting and engaging during this time: professional attire, an attitude of hospitality, and of course friendly smiles. We know that our division is the very best, and we want to make sure Dr. _____ agrees!

Sincerely,