Delta College

Memo

| To: | Darrin Johnson, Manager of Recruitment |
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| From: | YOUR NAME, Search Chair |
| cc: | Instructional Design Specialist Search |
| Date: | 10/29/2021 |
| Re: | Candidate Credentials |

This notice confirms that I, as the search chair for the Instructional Design Specialist position, have confirmed the credentials of the each of the candidates selected for interview. As such, each candidate has sufficient credentials that meet the required qualifications of the position.