Scheduling Interviews

This job aid describes how recruiters use the Interview Schedule page to schedule interviews with applicants. It presents two ways to navigate to the Interview Schedule page: by using the <email notification> link and through the My Applicants pagelet. You can also navigate from the My Job Openings pagelet by selecting the job the person is interviewing for.

1. Navigate to the Manage Applicant page by following one of two processes:
   - If the hiring manager has followed the recommended process, you will receive an email notification. Click the link in the email notification to navigate automatically to the “hidden” Manage Applicant page for the applicant.
   - If you are not working from the email, from the Recruiting Home page, on your My Applicants pagelet, click the <name of the applicant>. The Manage Applicant page is displayed.

2. To schedule the interview, either click the interview icon for the appropriate job opening or click the Interview Schedule/Evaluation tab and then click <Create Interview>.
   
The Interview Schedule page is displayed.

3. Enter the date and time information in the Date, Start Time, and End Time fields.

4. From the Interview Type drop-down menu, select an interview type. Select “Campus” for an interview that takes place on campus.

5. If you have already confirmed the interview with the applicant, from the Applicant Response drop-down menu, select “Accepted.”
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6. You can add a comment that will be displayed on the Jobs website, on the applicant’s Interview Details page. To do this, click the comments icon next to the Applicant Response field. Enter comments in the Interview Schedule Comments field and click <OK>.

7. Select the Notify Applicant and Notify Interview Team checkboxes. The applicant and the individuals listed in the Interviewers section of the page will be notified by email.

   Note: Neither applicants nor interviewers have the ability to accept or decline interview invitations using the recruiting system. This must be done “outside” the system.

8. In the Interviewers section of the page, use the <Add Interviewer> button and the lookup icon to add the names of the interviewers. Make sure you add the name of the hiring manager.

9. If you have confirmed the interview with any of the interviewers, under the Response column, from the drop-down menu for the appropriate record, select “Accepted.”

10. You can add a comment to the Interview Calendar page of an interviewer. To do this, click the comments icon for the interviewer. Enter comments in the Interview Schedule Comments field and click <OK>.

11. In the Venue Information section of the page, enter the complete location information in the Location field. Do not use the Venue field.

12. If you would like to add a note or attachment related to the interview, use the <Add Note> or <Add Attachment> buttons.

   Note: Notes are associated only to the interview, not to the job opening or the applicant.

13. Click <Submit> to schedule the interview and notify the interviewers and the applicant.