

Rescheduling and Canceling Interviews

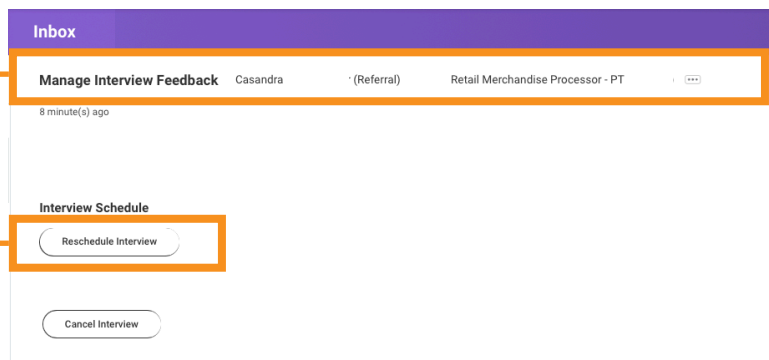
There may be instances when you need to reschedule or cancel an interview. Before you reschedule or cancel, be sure to communicate and confirm these changes with the candidate.

Reschedule an Interview

Text Box

1. Find the **Manage Interview Feedback** task for the correct candidate in **My Tasks**.

2. Choose the **Reschedule Interview** button.



4. Complete the Schedule Interview form and choose Next to continue

Schedule Interview Casandra (Referral) Retail Merchandise Processor - PT

Date

Time Zone

1 Item

Order	Interviewers	Duration (in minutes)	Interview Type	Questionnaires	Notes
1	Malik Gupton	10	In Person	Retail Merchandise Processor Interview Guide	

Room Selection

Use Same Location or Room

Rooms

Overall Comment

Next Cancel

Choose the new date you and the candidate agreed to

Select the number of minutes you'll need to conduct the interview

Do not change

Add the manager or managers who will be in this interview

Select Interview Type

5. Choose **Schedule**.

Schedule Interview Casandra Ibanez Tovar (Referral) - R12900 Retail Merchandise Processor - PT (C90978)

Time Zone
GMT-07:00 Mountain Standard Time (Phoenix)

Today < > Tuesday, February 20, 2024 Day ▾

8 AM 9 AM 10 AM 11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 5 PM 6 PM 7 PM 8 PM 9 PM 10 PM 11 PM

JB Patino

Schedule Back Next Cancel

6. Add the necessary information and choose **OK**.

Schedule Interview

Time Zone
GMT-07:00 Mountain Standard Time (Phoenix)

Interviewers *

Start Time *

02/20/2024 10:00 PM

Duration (in minutes) *

10

Available Rooms

OK Cancel

7. Choose Next

Schedule Back Next Cancel

8. Review all information, link candidate's profile, attach interview schedule, and attach candidate's resume. Then, choose Submit.

Schedule Interview Casandra (Referral) Retail Merchandise Processor - PT (

Proposed Interview Schedule

Interviewer	Start Time	End Time	Location	Interview Type	Room/Room
	02/20/2024 10:00 PM	02/20/2024 10:10 PM		In Person	Retail Merchandise Processor Interview Guide

Time Zone
GMT-07:00 Mountain Standard Time (Phoenix)

Subject
Interview with Casandra Ibanez Tovar (R12900 Retail Merchandise Processor - PT)

File

Additional Options

Include Link to Candidate Profile Include Interview Schedule

Upload either DOC, DOCX, HTML, PPT, or TXT file types (3MB max)

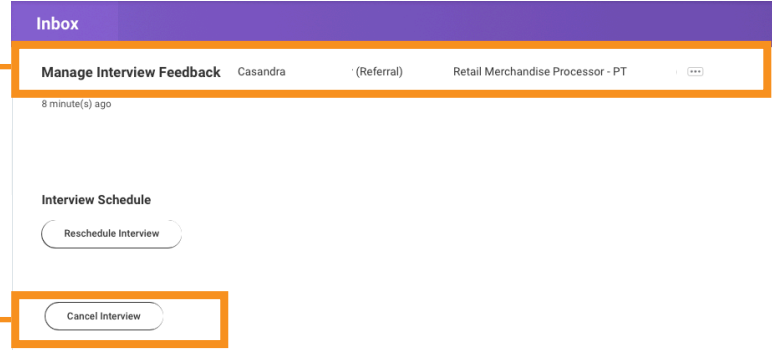
Submit Back Save for Later Cancel

14. Communicate with hiring manager(s) to let them know about the interview changes.

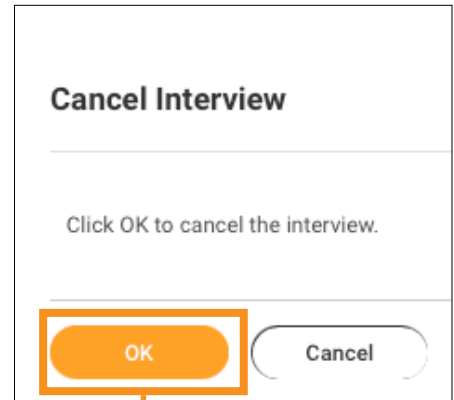
Reminder: All managers who are invited to the interview MUST submit feedback for the interview - even if they didn't attend the interview. See Submitting Interview Feedback for more details.

Cancel an Interview

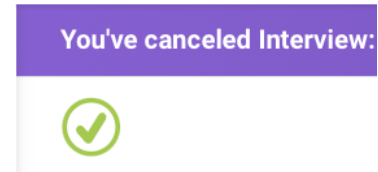
1. Find the **Manage Interview Feedback** task for the correct candidate in **My Tasks**.



2. Choose the **Cancel Interview** button.



3. Choose OK.



4. Communicate the changes to all managers on the invitation.