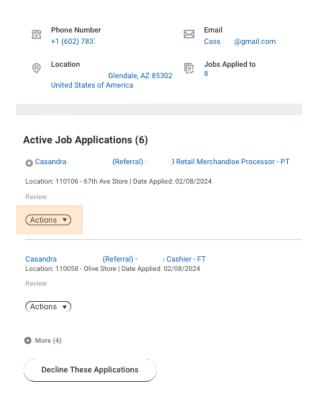
Scheduling Interviews

1. Once you have contacted your candidate go back to their Candidate Profile by clicking their name from the Search page or using the task in My Tasks.





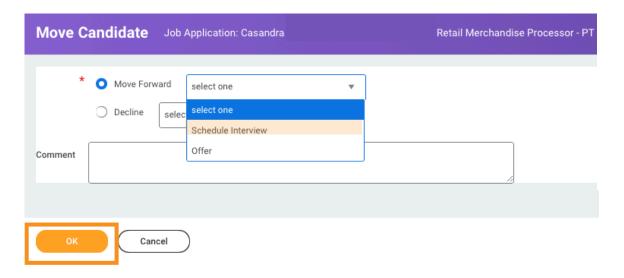
2. Choose **Actions** for the position you'd like to interview the candidate for.

Note: If you do not want to move this candidate forward for any of the positions they applied for, choose **Decline These Applications.**

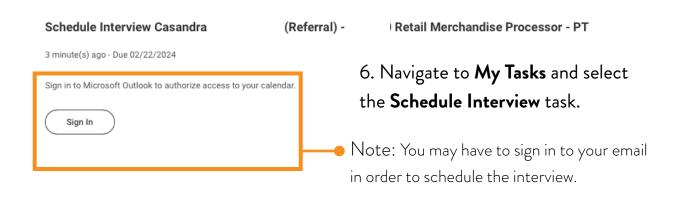
3. Choose Move Candidate.

Move Candidate
View Job Application Event
View Job Requisition

4. Select Schedule Interview.

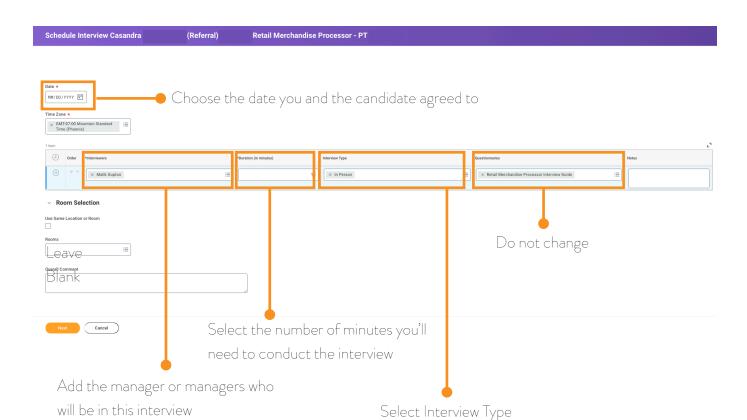


5. Select **OK**.



7. Complete the form to schedule the interview.

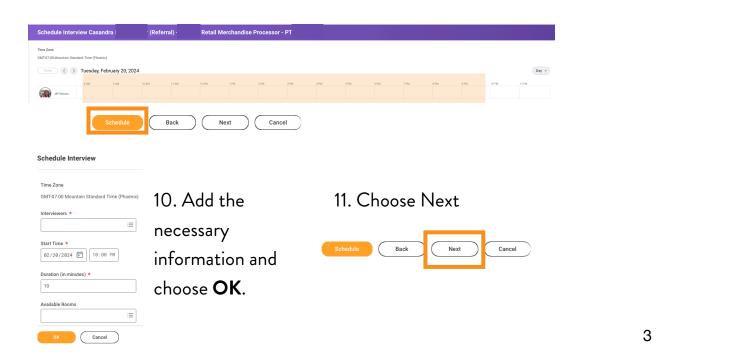
See below for more details on filling out form



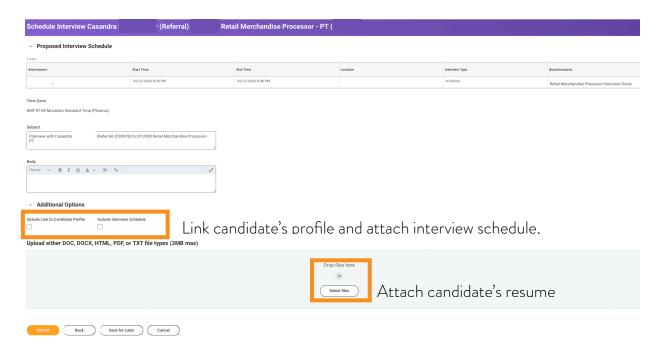
Best Practice: add more than one manager in case of emergency.

8. Choose **Next** to continue

9. Choose Schedule.



12. Review all information, link candidate's profile, attach interview schedule, and attach candidate's resume.



13. Choose Submit

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

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