

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**.

The screenshot shows a candidate's profile with contact details and active job applications. Contact information includes a phone number (+1 (602) 783...), an email address (Cass...@gmail.com), a location (Glendale, AZ 85302, United States of America), and 8 jobs applied to. Under 'Active Job Applications (6)', two applications are visible. The first is for 'Retail Merchandise Processor - PT' at '110106 - 67th Ave Store' with an application date of 02/08/2024. The second is for 'Cashier - FT' at '110058 - Olive Store' with an application date of 02/08/2024. Both applications have an 'Actions' dropdown menu. A 'Decline These Applications' button is located at the bottom of the active applications list.

3. Choose **Move Candidate**.

A list of three candidate profiles, each with a checkbox on the left. The first candidate is 'Casandra (Referral)', a Warehouse | Amazon | Glendale, Arizona, United States of America, who has applied for 'R12492 Cashier - PT'. The second candidate is 'Christopher', located in Scottsdale, Arizona, United States of America, who has applied for 'R12448 Donation Attendant - PT'. The third candidate is 'Eric', located in Peoria, Arizona, United States of America, who has applied for 'R12646 Cashier - PT'.

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**.

A blue button labeled 'Move Candidate' is shown above two text links: 'View Job Application Event' and 'View Job Requisition'.

4. Select **Schedule Interview**.

Move Candidate Job Application: Casandra Retail Merchandise Processor - PT

* Move Forward Decline

select one

select one

Schedule Interview

Offer

Comment

OK Cancel

5. Select **OK**.

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

3 minute(s) ago - Due 02/22/2024

Sign in to Microsoft Outlook to authorize access to your calendar.

Sign In

6. Navigate to **My Tasks** and select the **Schedule Interview** task.

Note: You may have to sign in to your email in order to schedule the interview.

7. Complete the form to schedule the interview.

See below for more details on filling out form

Choose the date you and the candidate agreed to

Do not change

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

Select Interview Type

Add the manager or managers who will be in this interview

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

8. Choose **Next** to continue

9. Choose **Schedule**.

Schedule Interview

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

11. Choose Next

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

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

Proposed Interview Schedule

1 item

| Interviewers | Start Time | End Time | Location | Interview Type | Questionnaires |
|--------------|---------------------|---------------------|----------|----------------|--|
| 1 | 02/21/2024, 8:30 PM | 02/21/2024, 8:40 PM | | In Person | Retail Merchandise Processor Interview Guide |

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

Subject
Interview with Casandra (Referral) (C90978) for R12900 Retail Merchandise Processor - PT

Body

Additional Options

Include Link to Candidate Profile Include Interview Schedule

Link candidate's profile and attach interview schedule.

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

Drop files here
or
Select files

Attach candidate's resume

Submit Back Save for Later Cancel

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 MUST submit feedback for the interview - even if they didn't attend the interview. See Submitting Interview Feedback for more details.

