

Scheduling Interviews within the system

When a candidate is moved to “Phone Interview” or “Interview,” a screen populates to assist in scheduling the interview.

You can select from two options:

- Send the candidate a specific date/time for them to interview, or:
- Send the availability of the Search Committee to the candidate and have them select their own/date and time based on their schedule.

The calendar is integrated with our Outlook, so can look at multiple interviewers and display their availability to interview.

You can also edit your “availability” in the system, if needed, without touching your calendar.



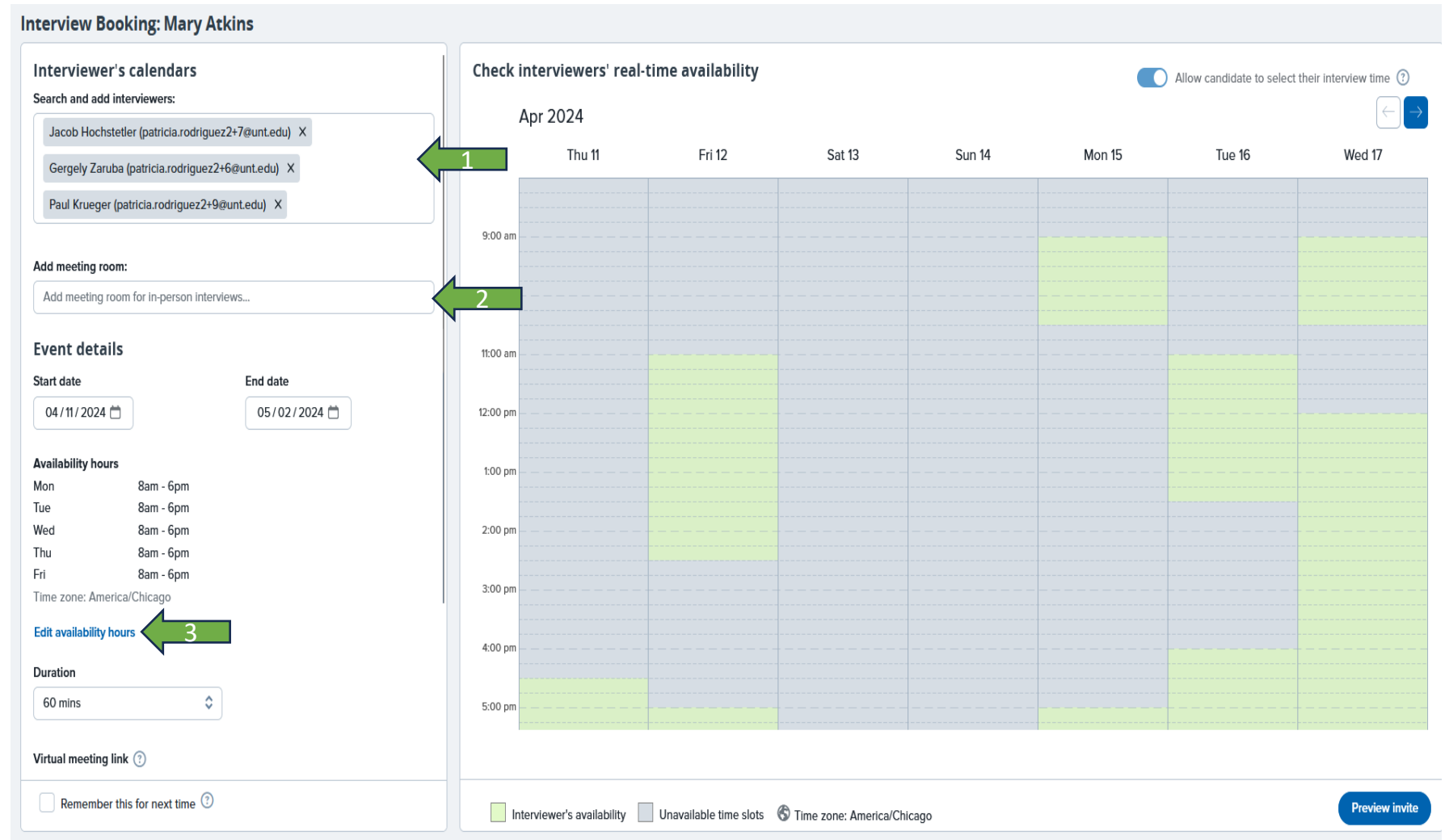
Scheduling Interviews

On the scheduling screen, you can select available times for the interview and who will be part of the interview.

The virtual meeting will be via MS Teams.

*Note: When editing the availability hours, you should unselect times you **do not** wish to have the interview.*

1. Shows who is interviewing the candidate.
2. You can add a meeting room.
3. Select the date and time you want to interview a candidate based on the availability shown in green.



Interview Booking: Mary Atkins

Interviewer's calendars

Search and add interviewers:

- Jacob Hochstetler (patricia.rodriguez2+7@unt.edu) X
- Gergely Zaruba (patricia.rodriguez2+6@unt.edu) X
- Paul Krueger (patricia.rodriguez2+9@unt.edu) X

Add meeting room:

Add meeting room for in-person interviews...

Event details

Start date: 04/11/2024 | End date: 05/02/2024

Availability hours

Mon	8am - 6pm
Tue	8am - 6pm
Wed	8am - 6pm
Thu	8am - 6pm
Fri	8am - 6pm

Time zone: America/Chicago

[Edit availability hours](#)

Duration: 60 mins

Virtual meeting link

Remember this for next time

Check interviewers' real-time availability

Apr 2024

Allow candidate to select their interview time

	Thu 11	Fri 12	Sat 13	Sun 14	Mon 15	Tue 16	Wed 17
9:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							

Legend: Interviewer's availability (green), Unavailable time slots (grey), Time zone: America/Chicago

[Preview invite](#)

Scheduling Interviews

This screen will confirm the times and information that will be sent to the candidate.

Once the candidate selects a time, you will be notified, and a calendar invite will be added to your calendar as a private event.



Blair Wilson (New)

Candidate email to confirm the interview booking

The following email will be sent out to the candidate(s) once this interview booking is confirmed

Interview date: April 12, 2024	From: Client HR Team <noreply@pageuppeople.com>
Interview time: 4:00 PM - 5:00 PM	Subject: Your Interview has been scheduled
Time zone: America/Chicago	Body: Dear {FIRSTNAME}, An Interview has been scheduled for the job titled {JOBTITLE} on {INTERVIEW_DATE} from {INTERVIEW_STARTTIME} to {INTERVIEW_ENDTIME} at {INTERVIEW_LOCATION}. Conferencing Link: {CONFERENCING_LINK} Interviewers: {INTERVIEWERS} Kind Regards,The Recruitment Team
Duration: 60 mins	
Location:	
Candidate: Blair Wilson <blair.wilson@untsystem.edu>	
# Job ID: 492285	
Job Title: Academic & Business Manager	
Interviewers: sue.achele+recruitingcoordinator@untsystem.edu, sue.achele+initiator@untsystem.edu	
Conferencing link: Integrated	

[Edit details](#) [Confirm booking](#)

Interviewer's availability Unavailable time slots Time zone: America/Chicago