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 apart 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.
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.