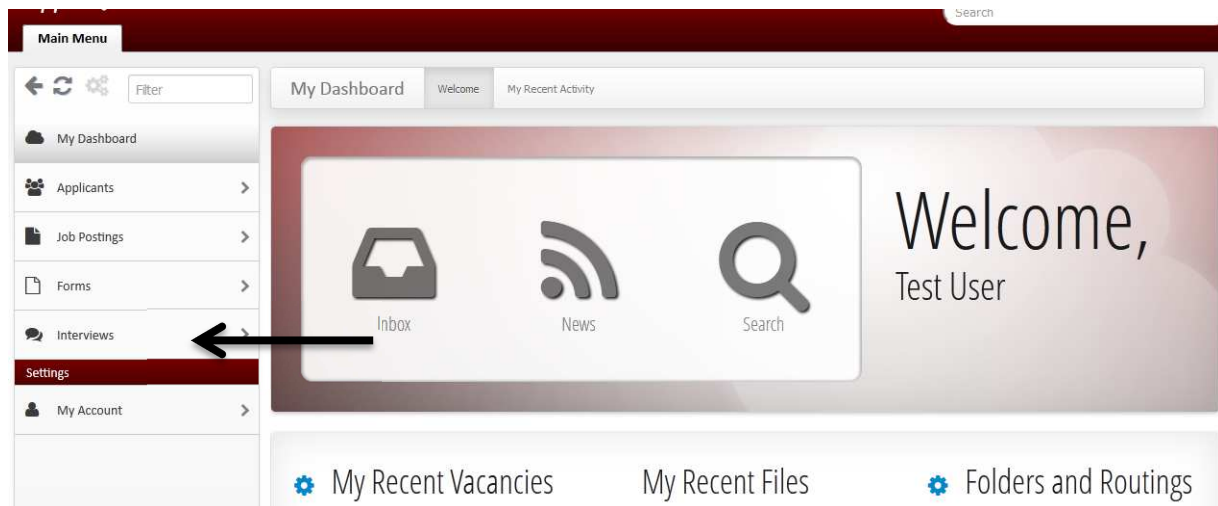


Updated 2.11.15

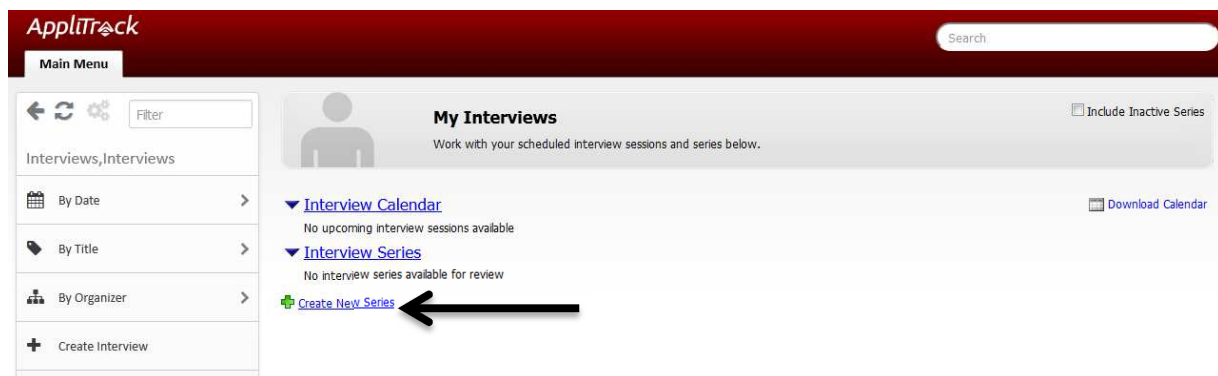
## Creating an Interview Series in Applitrack

**Step #1:** Log into Applitrack (<https://admin2.applitrack.com/edenpr/>)

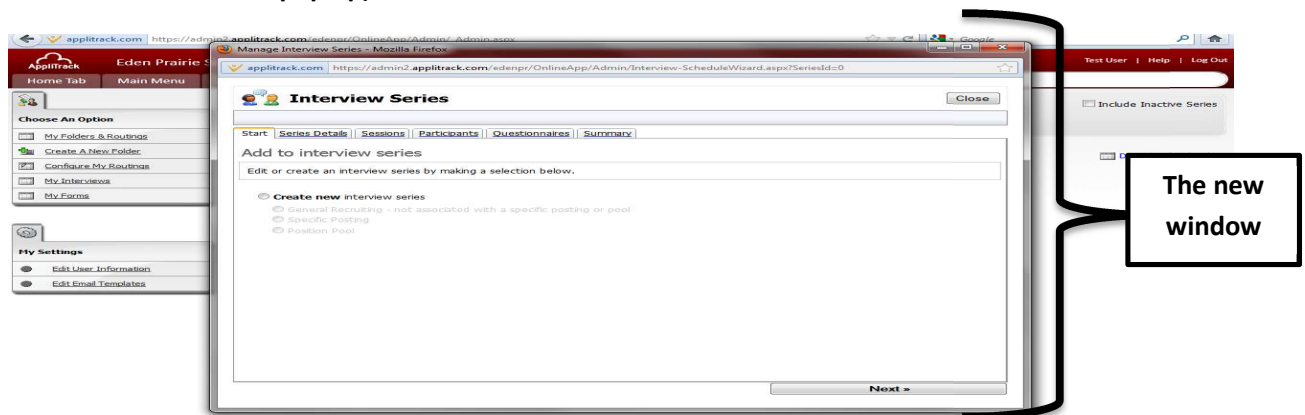
**Step #2:** Click Interviews



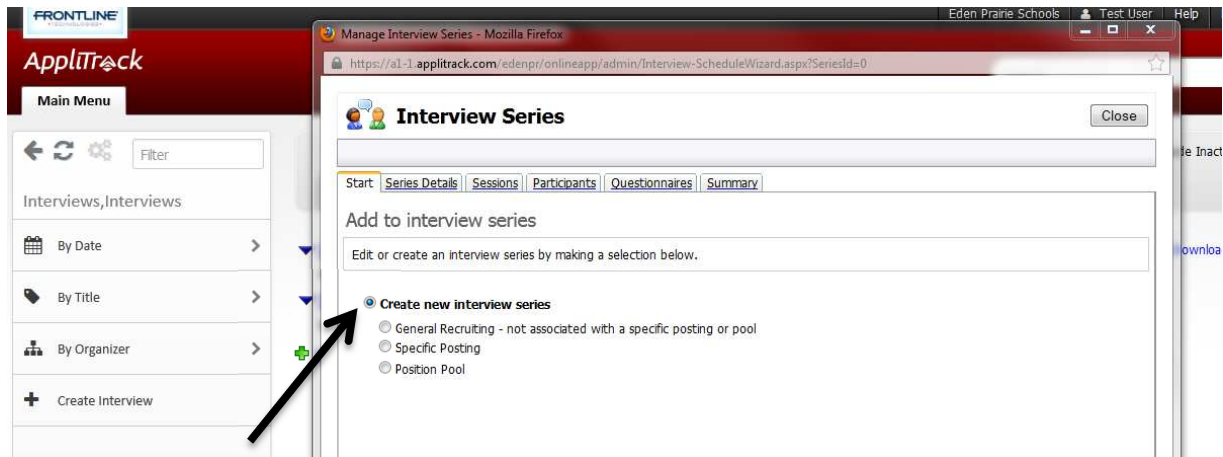
**Step #3:** Click Create New Series



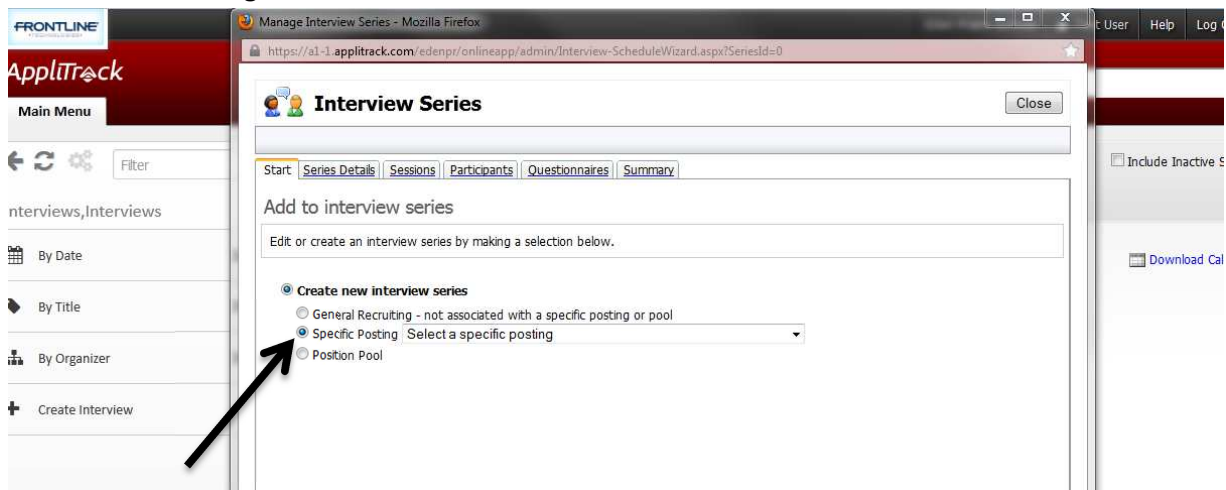
(A separate window will then pop up)



**Step #4: Click the radio button for Create New interview series**



**Step #6: Click Specific Posting (A dropdown box will appear that lists all current postings/vacancies), select the position you will be interviewing for**



**Step #7: Click Next**



## Step #8, 9, 10:

**Step #8:** Add the words **Round X** (X=1, 2, final, etc.) in front of the Job ID:..... (ex. Round 1: Job ID: 00000 Coolest Person Ever at Human Resources)

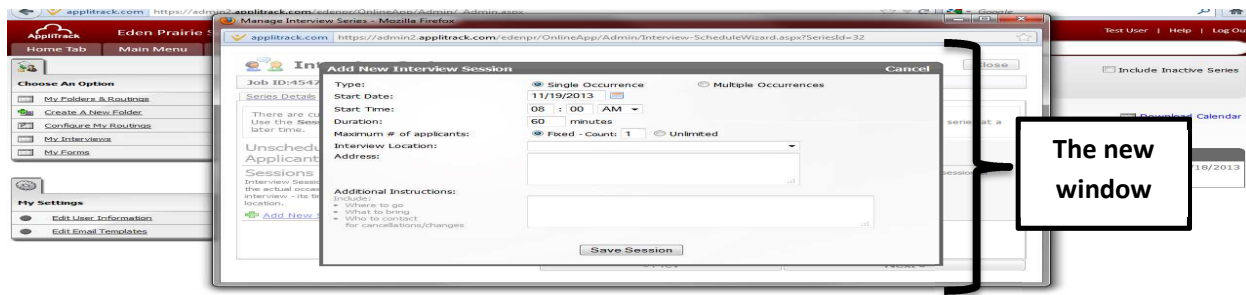
**Step #9:** Select the **Location** (from the dropdown list)

## Step #10:

- Uncheck the box that refers to enabling automated phone interviews;
- Leave the box unchecked that refers to allow applicants to reschedule interviews;
- Leave the default option of **As soon as session is created** for the section that refers to when do sessions become available;
- Leave the default option of **No Cutoff** for the When do sessions become unavailable
- Click **Next**

## Step #11: Click Add New Session

(A new window will pop up)



**Step #12-19:**

**Step #12:** Select **Single Occurrence**

**Step #13:** Select the **Start Date** (date of the interview)

**Step #14:** Enter the **Start Time** (time of the interview)

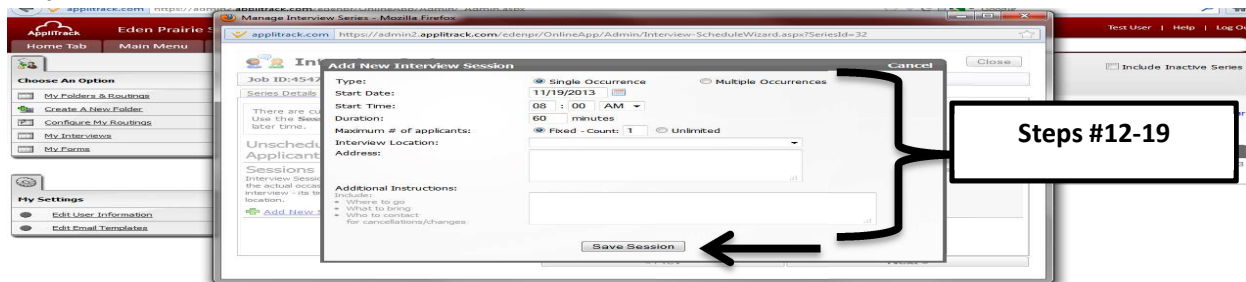
**Step #15:** Enter the **Duration** (# of minutes) (length of the interview)

**Step #16:** Enter the **Maximum number of applicants** per interview slot in the box for **Fixed**

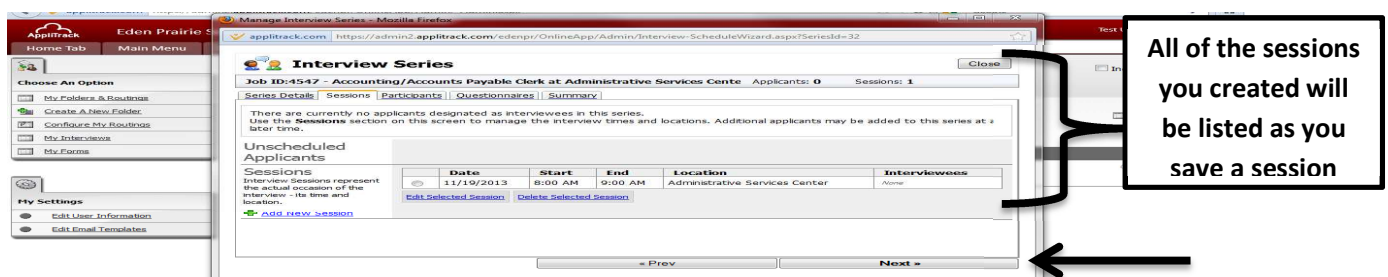
**Step #17:** Select **Interview Location** (from the dropdown list) enter **Address**

**Step #18** Enter any additional instructions (i.e. please select and interview time from the options available, if you have any questions call (contact person's name), you will receive a separate follow up email that contains additional interview information),

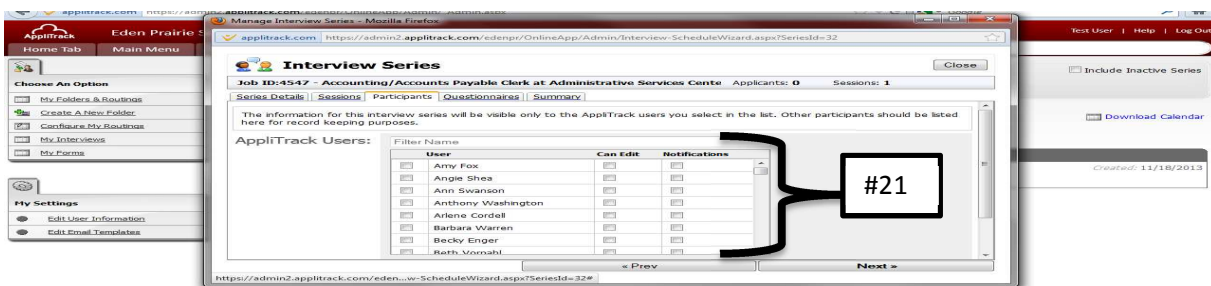
**Step #19:** click **Save Session**



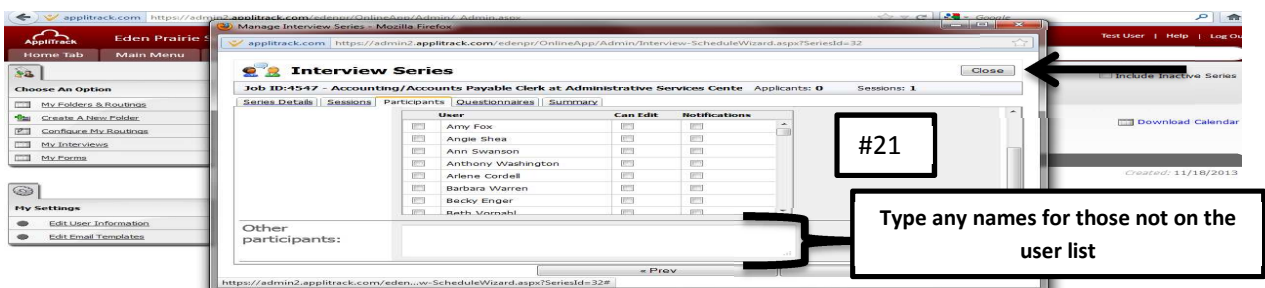
**Step #20:** Repeat **steps 12-19** for the number of interview slots available, after you have created all of sessions, click **Next**



**Step #21:** Select **Participants** (those on the interview team), by clicking the box next to their name that are Applitrack Users from the list of Users



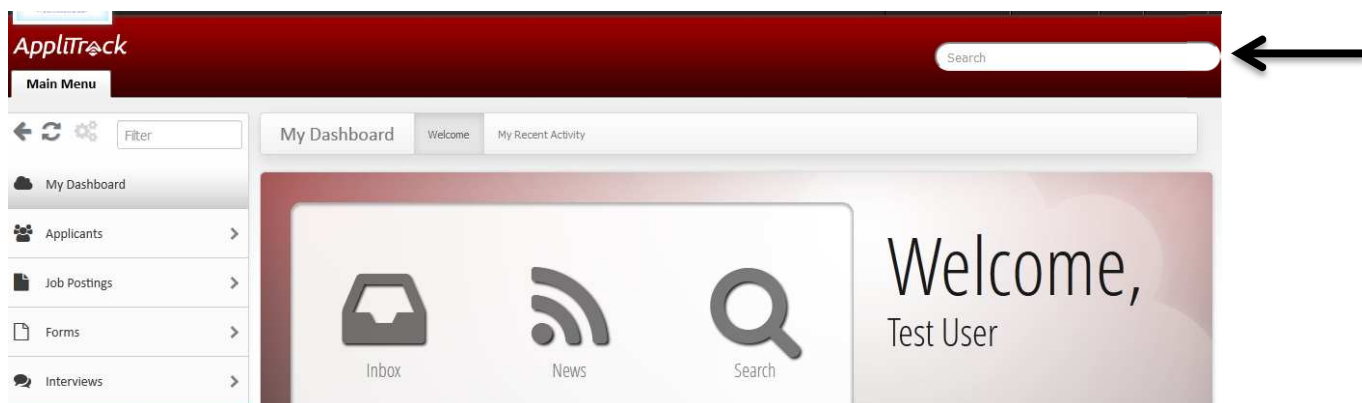
**Step #21 continued:** If the Participant isn't an Applitrack User, type their name in the box, click **Close**



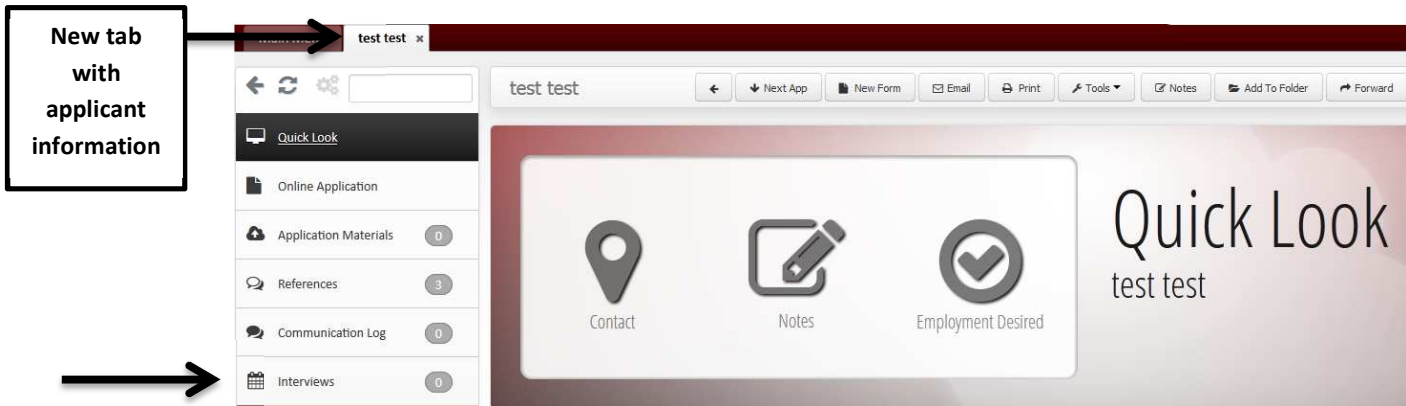
### Adding Applicants

If there is no folder created with the applicant list created follow steps #23-26, if there is a folder created follow Steps #27-32

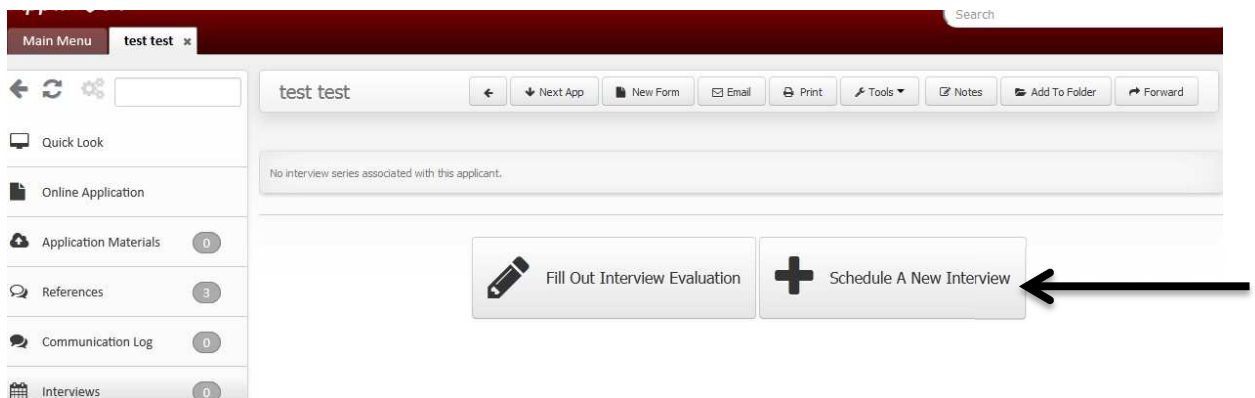
**Step #22:** type the **applicants name** (last name, first name) in the **Search** field



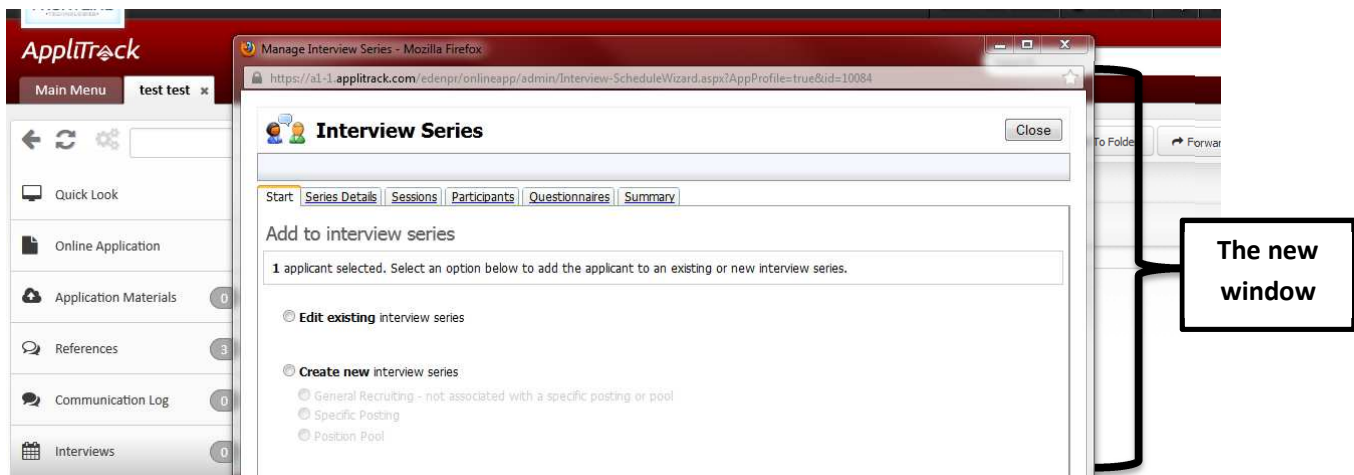
**Step #23:** The selected applicant's information will pop up as a new tab, Click **Interviews** tab



**Step#24:** Click on **Schedule A New Interview**



(A new window will pop up)





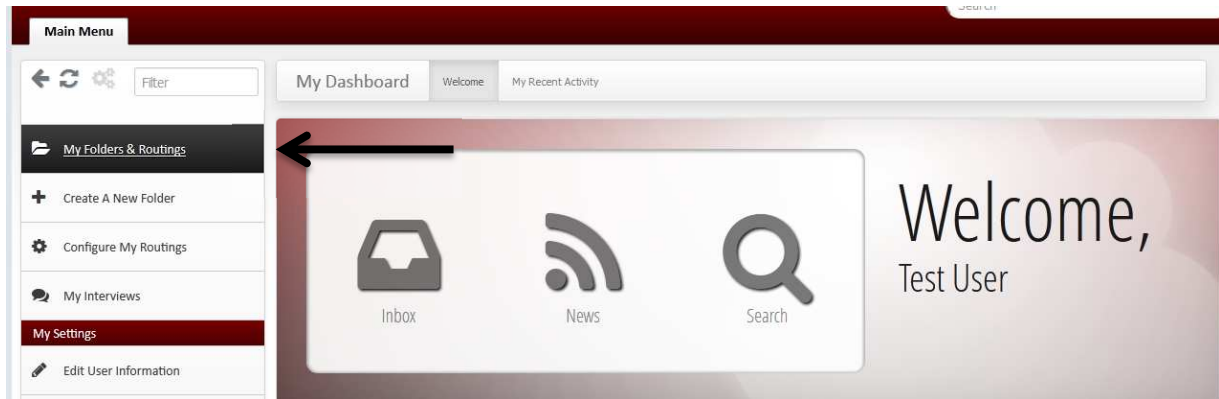
**Step#25:** Select **Edit existing** interview series (A); Select which interview series you are adding applicant to (B), Click **Next** (C)

(A new box will pop up showing that the applicant has been added to the interview series); Click **Close**

**Step #26:** Repeat steps 22-25 for all of the applicants that will be interviewed

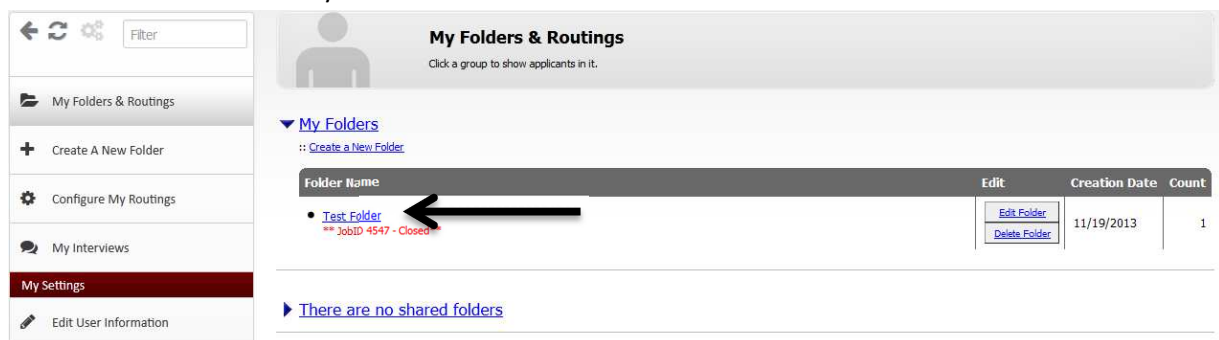
**Step #27: (On the Main Menu tab) Click My Account**

## Step #28: Click **My Folders & Routings**



\*Any folders you created will be listed under **My Folders**, any that were shared with you will be listed under **Shared Folders**

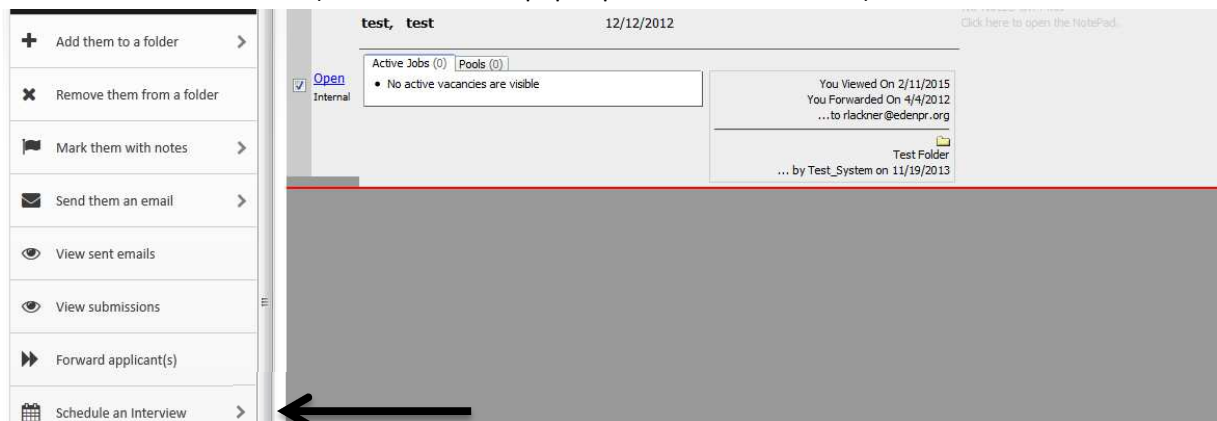
## Step #29: Click on the **Title** of folder you would like to access



## Step #30: Check the box of the applicant(s) that you would like to schedule an interview with



## Step #31: Click **Schedule an Interview** (from the list that pops up on the left hand side)

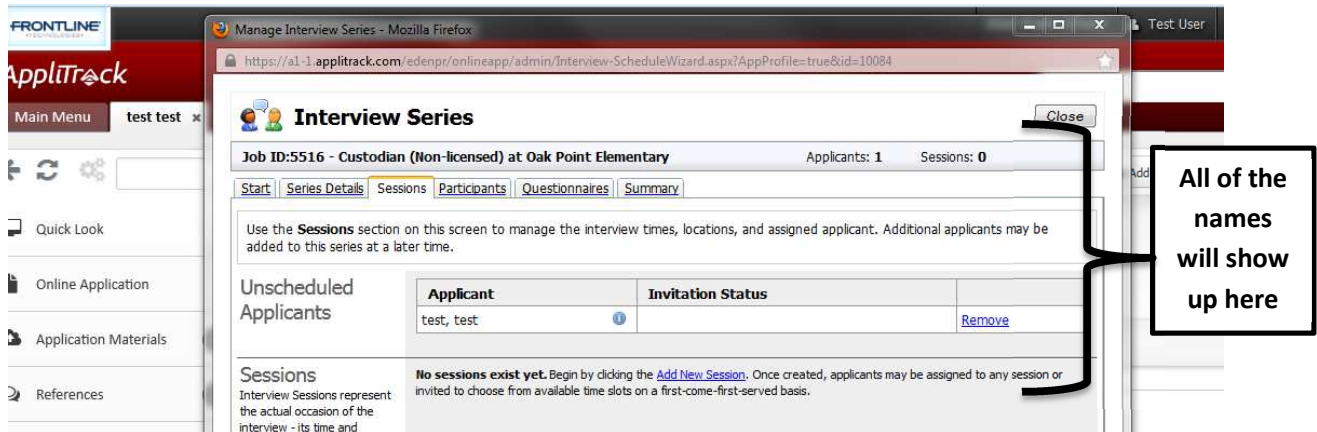




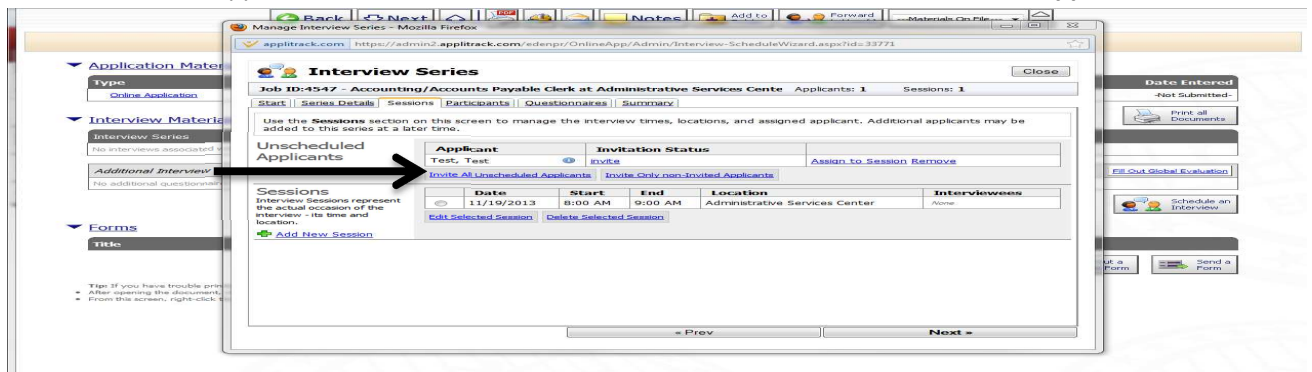
**Step #32:** Click **currently checked applicants** (from the list that pops up on the left hand side)



**Step #33:** All of the applicants names will be added to the interview series

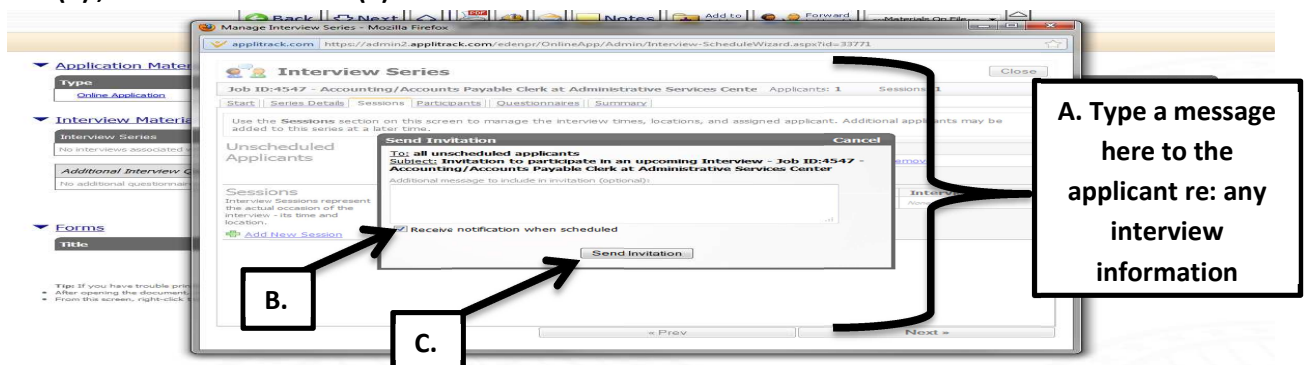


**Step # 34:** (once all of the applicants have been added to the series) Click **Invite All Unscheduled Applicants**



(A new window will pop up)

**Step #35:** Type a message to the applicant(A); Make sure the box is checked that states **Receive notification when scheduled (B)** , Click **Send Invitation (C)**



**Step #36:** Click **Close** out of this window; you have finished creating the series

The screenshot shows the 'Interview Series' window in the aptitrack.com system. The window title is 'Interview Series' and it has a 'Close' button in the top right corner. The window displays the following information:

- Job ID:** 4547 - Accounting/Accounts Payable Clerk at Administrative Services Center
- Applicants:** 1
- Sessions:** 1

The window contains several tabs: **Start**, **Series Details**, **Sessions**, **Participants**, **Questionnaires**, and **Summary**. The **Sessions** tab is currently selected.

Below the tabs, there is a section for **Unscheduled Applicants** with a table showing the following data:

Applicant	Invitation Status
Test, Test	Un-Invited

Below the table, there are links: [Invite All Unscheduled Applicants](#) and [Invite Only non-Invited Applicants](#). There is also a link [Assign to Session](#) and a [Remove](#) button.

Below the applicants section, there is a section for **Sessions** with a table showing the following data:

Date	Start	End	Location	Interviewees
11/19/2013	8:00 AM	9:00 AM	Administrative Services Center	None

Below the sessions table, there are links: [Edit Selected Session](#) and [Delete Selected Session](#). There is also a link [Add New Session](#).

At the bottom of the window, there are buttons for **Prev** and **Next**.

A black arrow points to the **Close** button in the top right corner of the window.