Updated 2.11.15

Creating an Interview Series in Applitrack

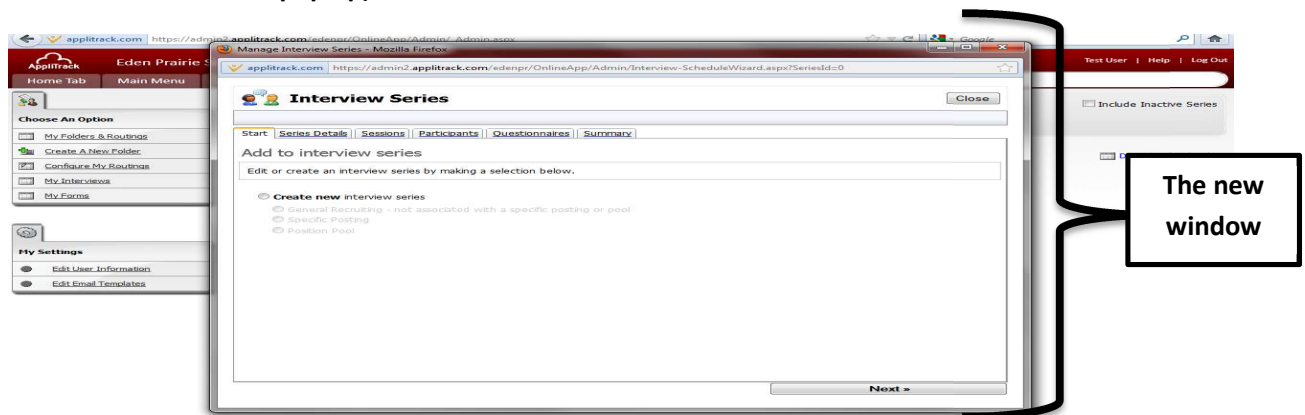**Step #1:** Log into **Applitrack** (https://admin2.applitrack.com/edenpr/)

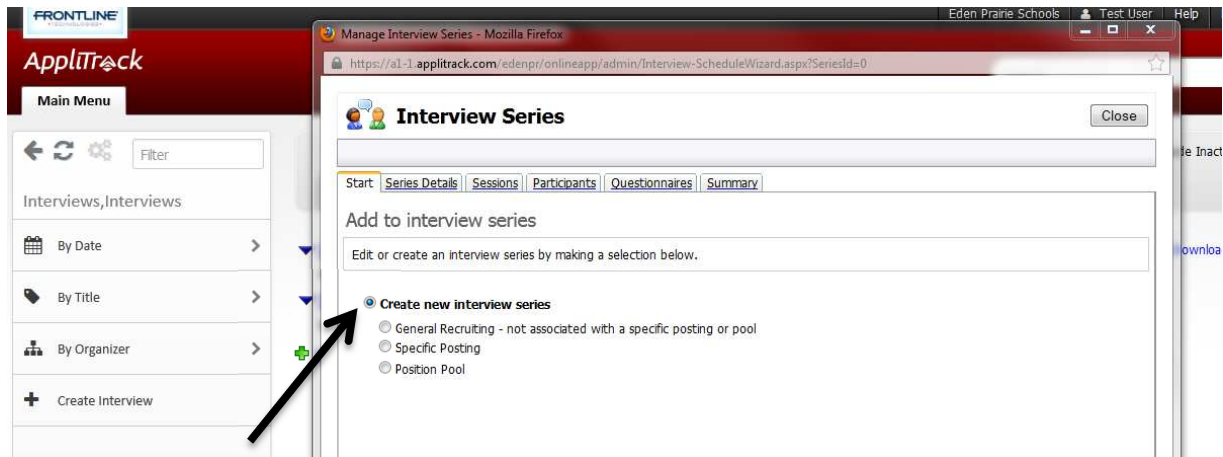**Step #2:** Click **Interviews**
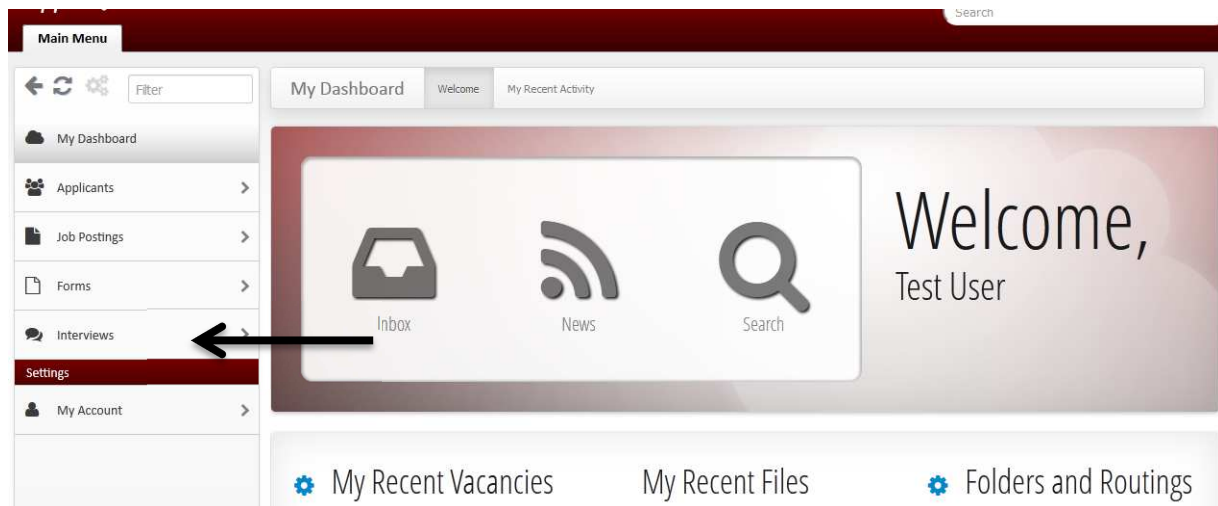
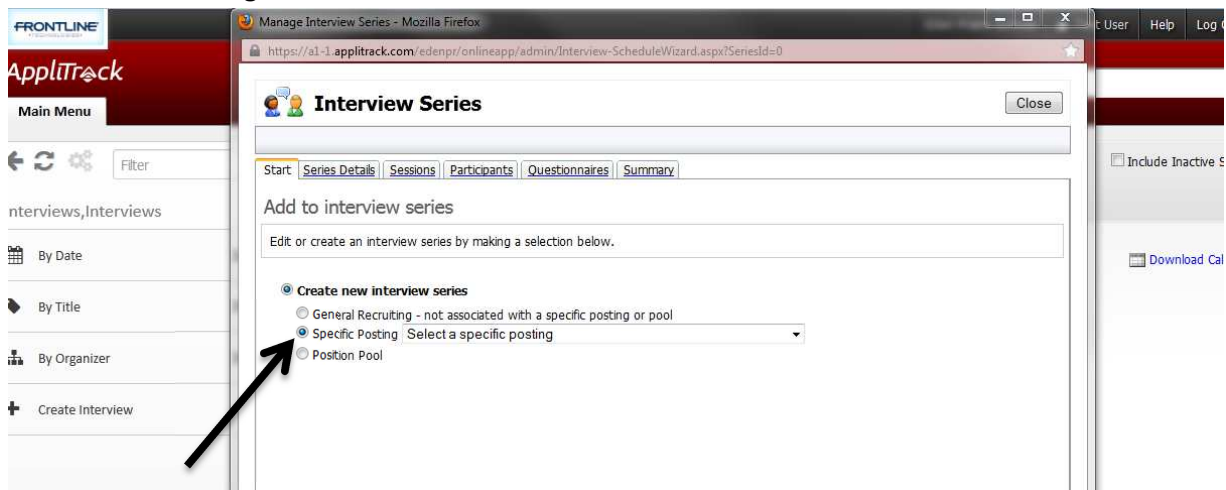

Step #3: Click **Create New Series**
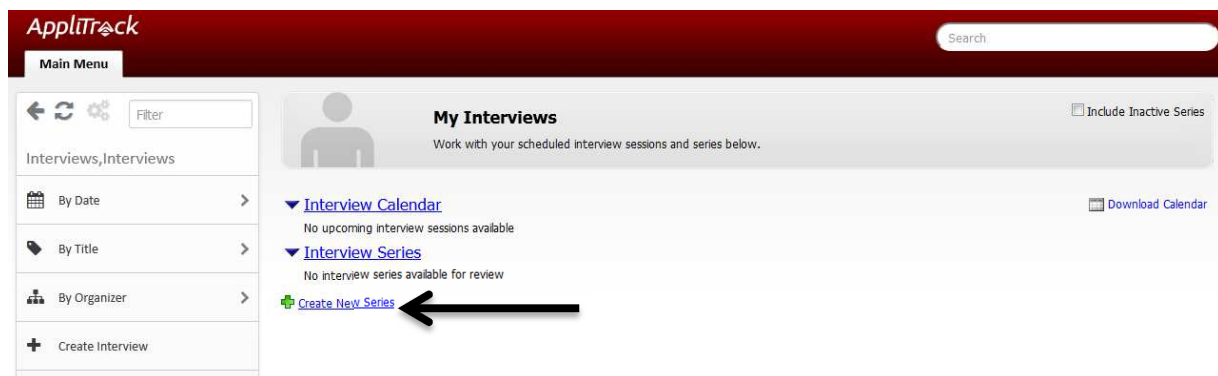
(A separate window will then pop up)

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 underlined 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)

The new window
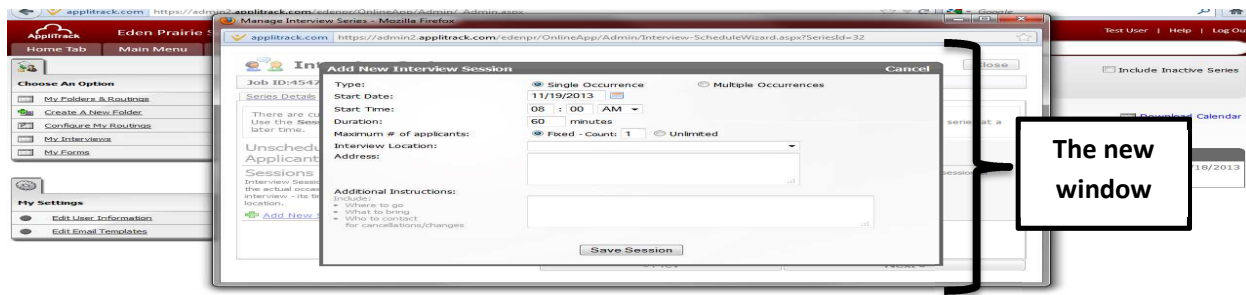
Step #12-19:

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**
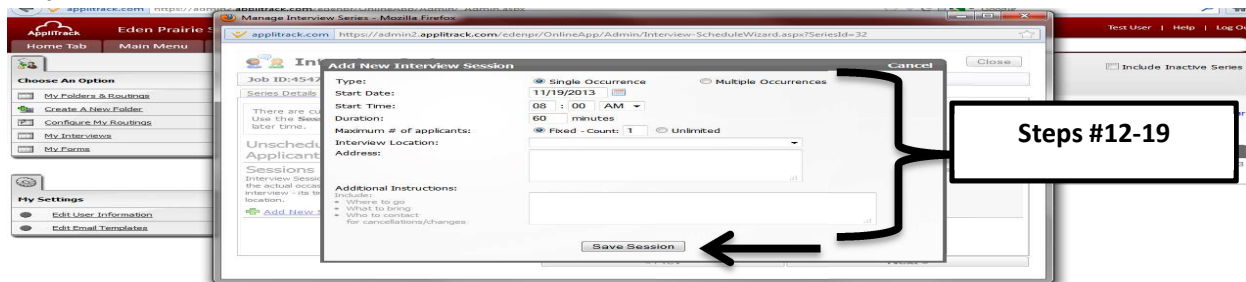
Steps #12-19

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

All of the sessions you created will be listed as you save a session
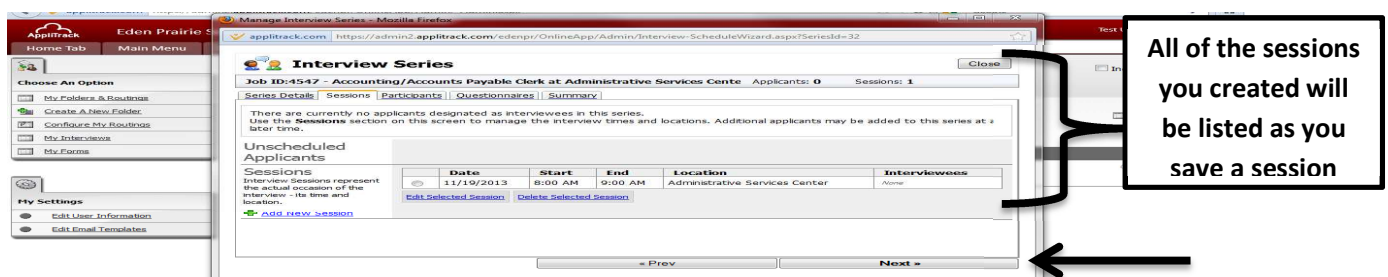
Step #21: Select **Participants** (those on the interview team), by clicking the box next to their name that are Applitrack Users from the list of Users
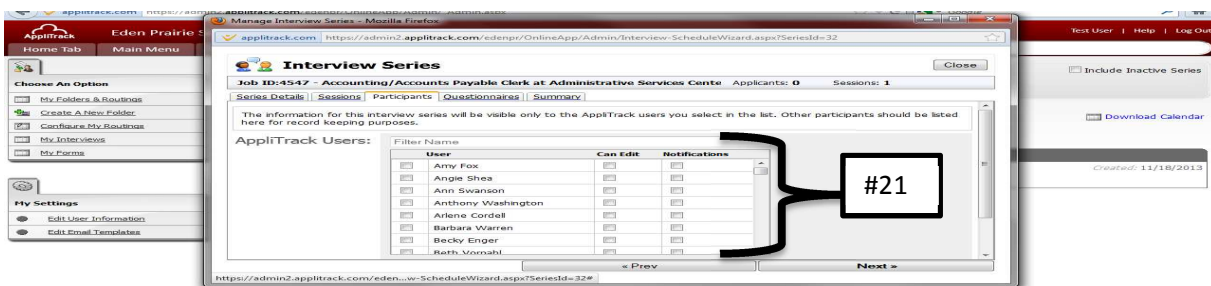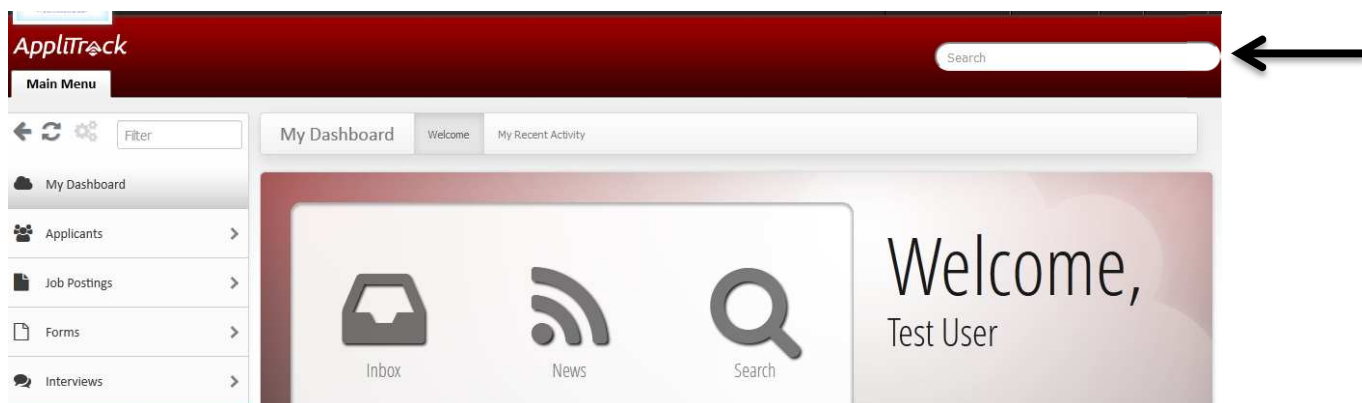

Step #21 continued: If the Participant isn't an Applitrack User, type their name in the box, click **Close**
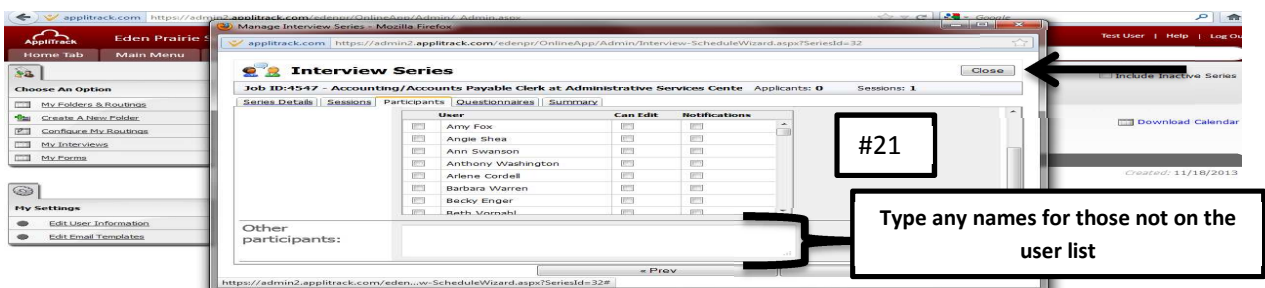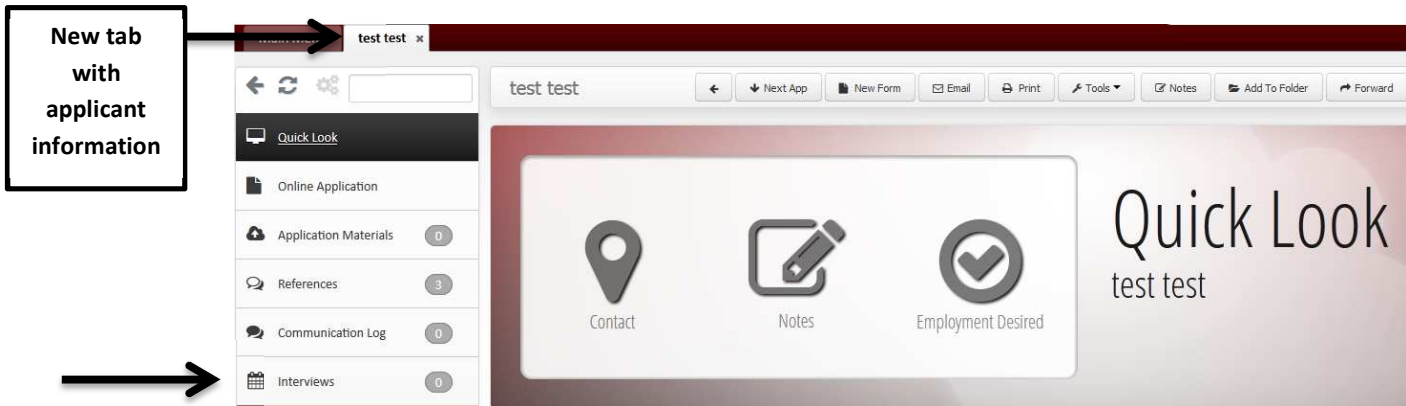

Adding Applicants

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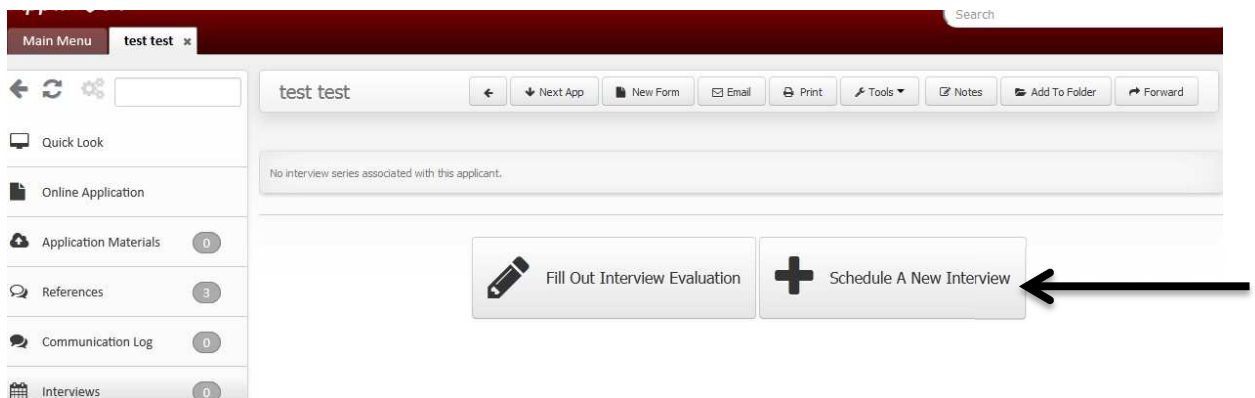
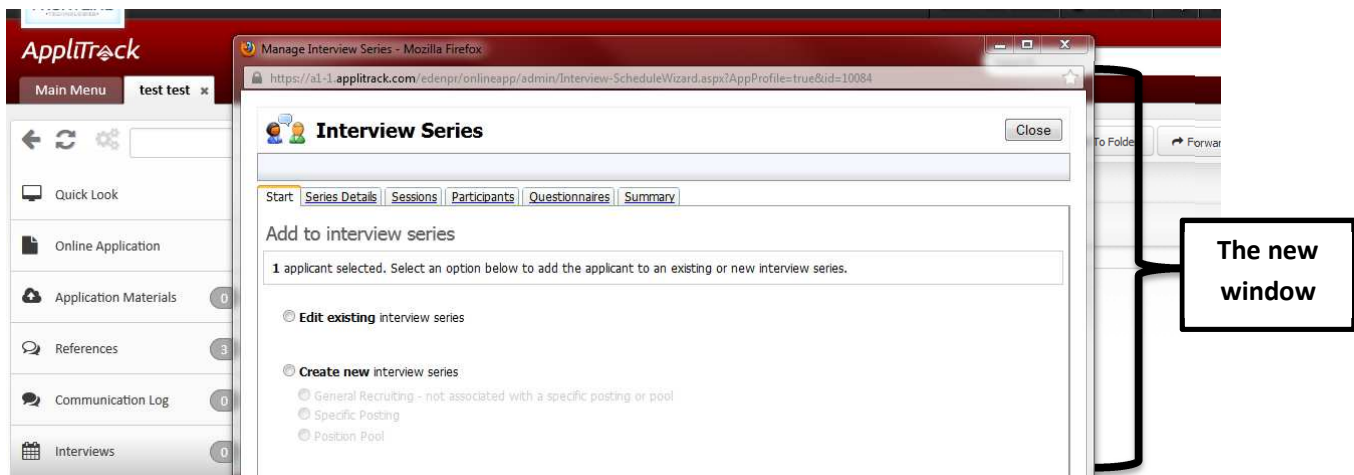**Step #22:** type the **applicants name** (last name, first name) in the **Search** field

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

New tab with applicant information

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


(A new window will pop up)

The new window

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**

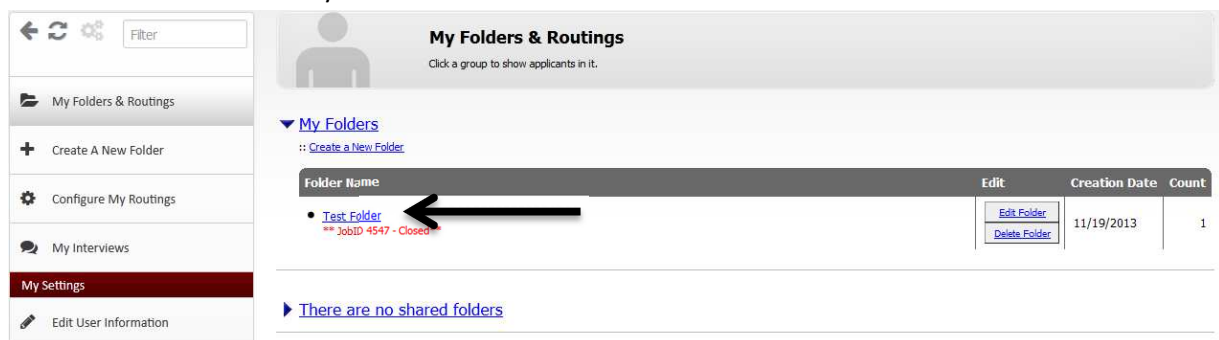**Step #26:** Repeat steps **22-25** for all of the applicants that will be interviewed

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

Step #28: Click **My Folders & Routings**
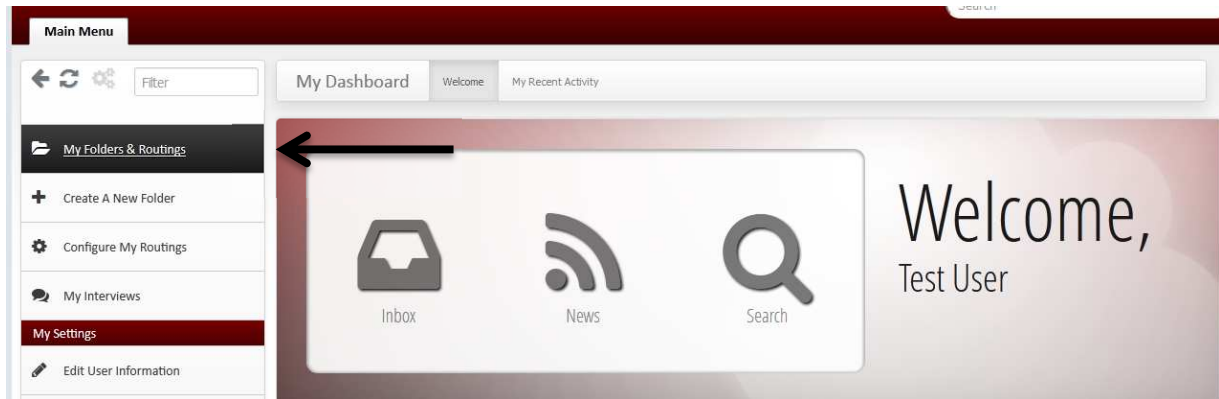
*Any folders you created will be listed under **My Folders**, any that were shared with you will be listed under **Shared Folders***
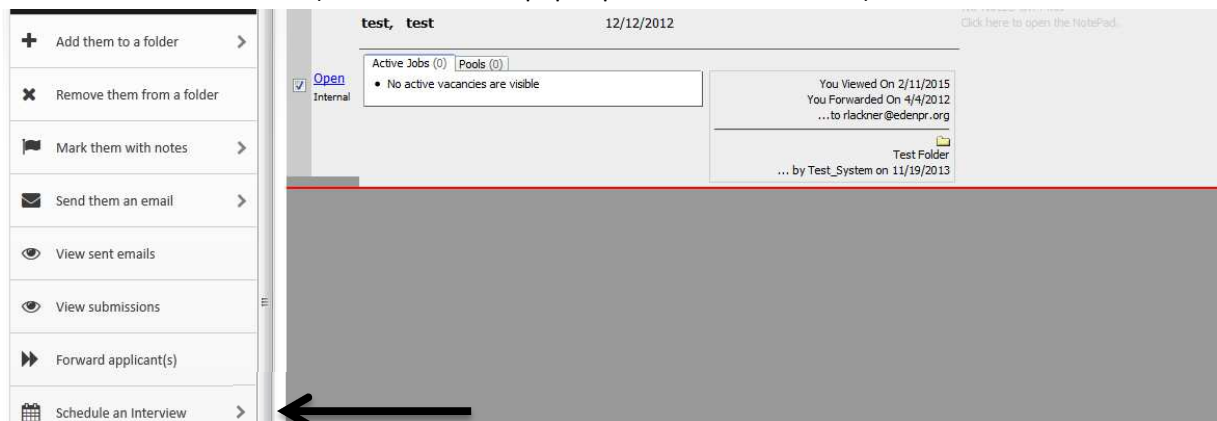
Step #29: Click on the **Title** of folder you would like to access

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

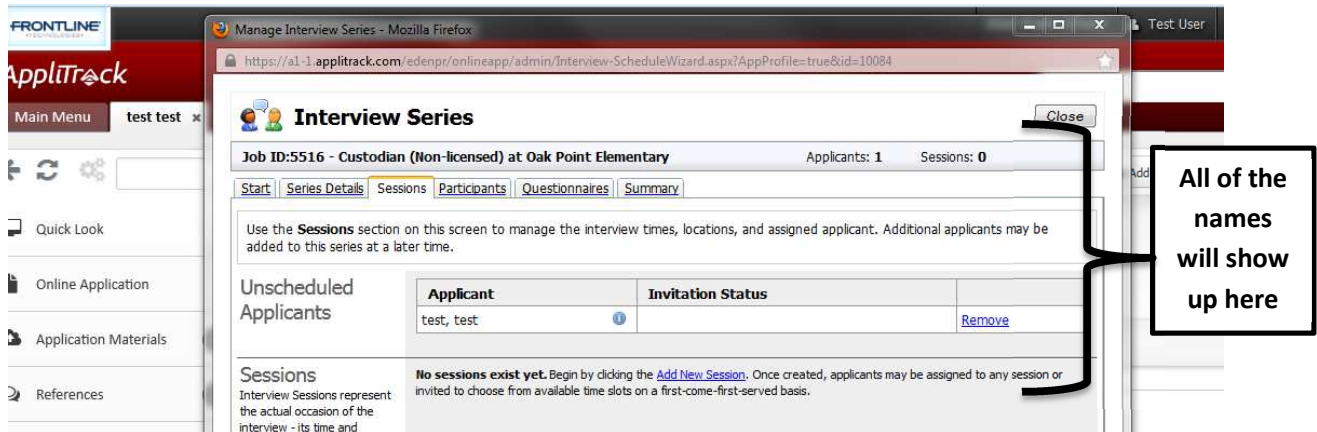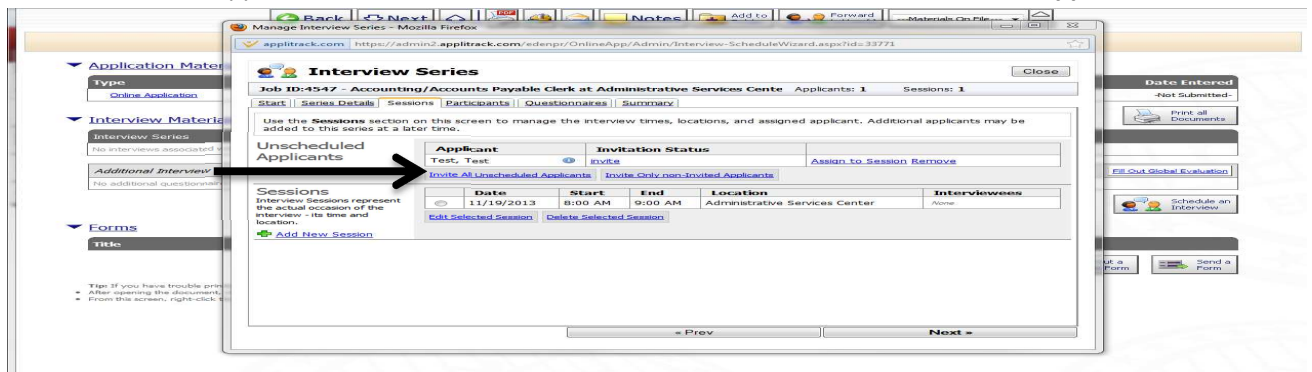**Step #31:** Click **Schedule an Interview** (from the list that pops up on the left hand side)

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

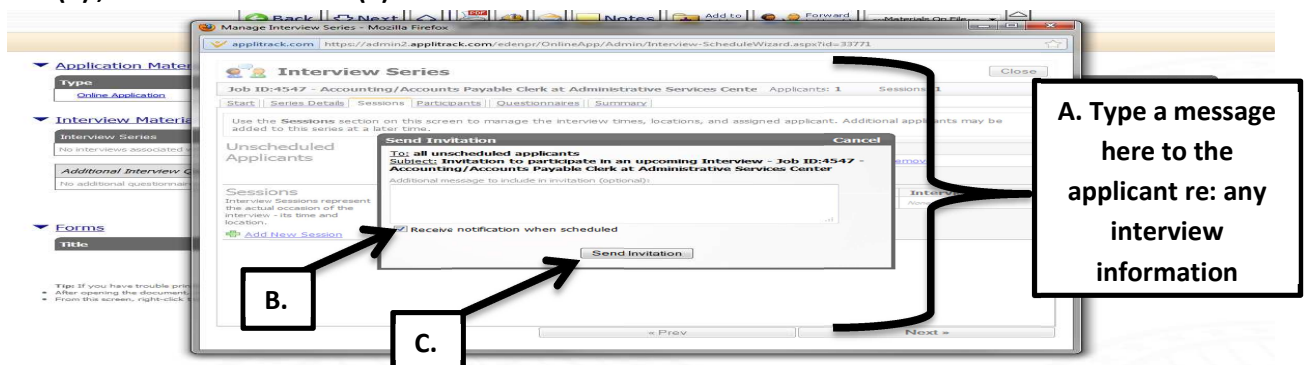**Step #33**: All of the applicants names will be added to the interview series

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