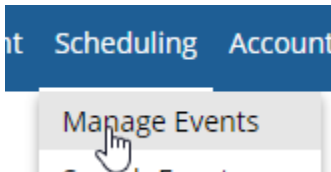


Scheduling Interviews

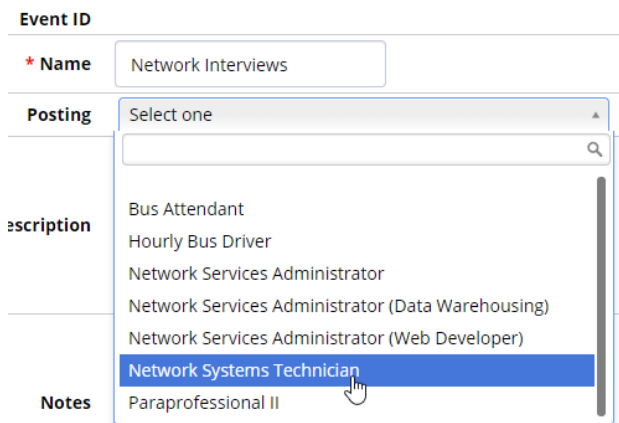
Scheduling Interviews

To schedule interview, please follow these steps:

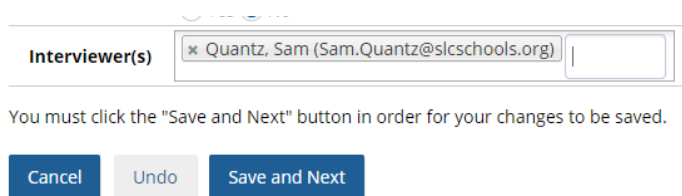
1. Click on the 'Scheduling' link at the top and select 'Manage Events'.



2. Give the event a name and select the posting. Feel free to enter a description notes.

A screenshot of a form for scheduling an event. The form has several sections: 'Event ID', '* Name' (with the text 'Network Interviews'), 'Posting' (a dropdown menu with 'Select one' and a search icon), 'Description' (with a list of job titles: 'Bus Attendant', 'Hourly Bus Driver', 'Network Services Administrator', 'Network Services Administrator (Data Warehousing)', 'Network Services Administrator (Web Developer)', 'Network Systems Technician', and 'Paraprofessional II'), and 'Notes'. The 'Network Systems Technician' option is highlighted in blue, and a mouse cursor is pointing at it.

3. Enter the interviewers (you will only be able to select individuals who have an account) and click 'Save and Next'

A screenshot of the interviewer selection field. The field is labeled 'Interviewer(s)' and contains the text 'Quantz, Sam (Sam.Quantz@slcschools.org)'. Below the field, there is a message: 'You must click the "Save and Next" button in order for your changes to be saved.' At the bottom, there are three buttons: 'Cancel', 'Undo', and 'Save and Next'.

4. You will now see a list of events.

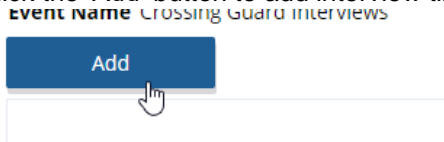
Creating Interview Time Slots for your Event

1. Click on the availability link next your event.



Showing 1 results

2. Click the 'Add' button to add interview time slots.



3. Enter the location, date and start time, duration, select the interviewers, and enter the number of interview slots you would like to create; then click 'Save and Next'.

Event Availability Form

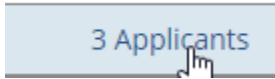
| | |
|--|---|
| * Event | Description |
| <input type="text" value="Crossing Guard Interviews"/> | <div style="border: 1px solid #ccc; height: 80px;"></div> |
| * Location | |
| <input type="text" value="Microsoft Teams Intervie"/> | |
| * Date and Start Time | * Duration (Minutes) |
| <input type="text" value="05/15/2020 12:00 am"/> | <input type="text" value="45"/> |
| * Interviewer(s) | |
| <div style="border: 1px solid #ccc; padding: 2px;"><p>Administrator, District (saltlakecity)</p><p>Gardner, Kari (kari.gardner@slcschools.org)</p><p>Hall, Logan (logan.hall@slcschools.org)</p><p>Manager, Test (TestManager)</p></div> <p>You may select more than one. Help with select boxes</p> | |
| * Quantity | Accepted Invitation |
| <input type="text" value="4"/> | |

You must click the "Save and Next" button in order for your changes to be saved.

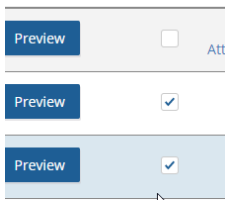
4. You will now see a list of your interview slots.

Inviting Applicants to Interview

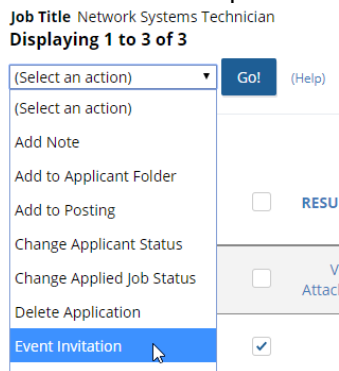
1. Click on the “Jobs” menu and select “All Jobs”.
2. Click on the applicants list next to the posting.



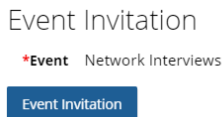
3. Select the checkbox next to the applicants you would like to invite to an interview.



4. Select the action drop down menu, select ‘Event Invitation’ and click ‘Go’.



5. A screen will appear that will allow you to select the interview event, click the ‘Event Invitation’ button.



6. Applicants will receive an email inviting them to select an interview slot. You will receive notifications when a slot has been selected.