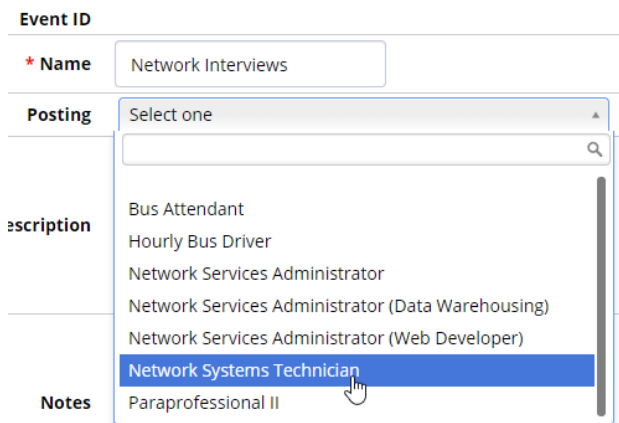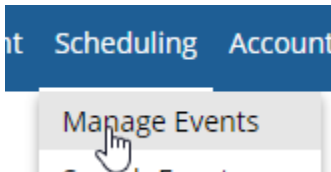# Scheduling Interviews

Scheduling Interviews

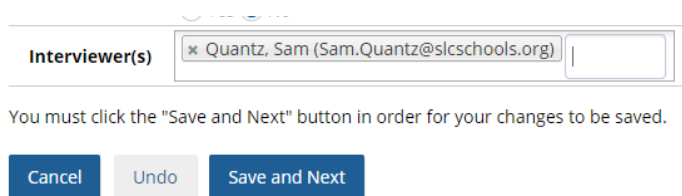To schedule interview, please follow these steps:

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.

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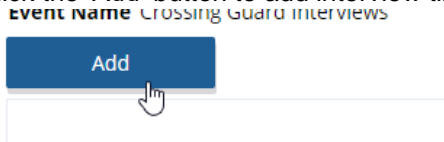

4. You will now see a list of events.

Creating Interview Time Slots for your Event

1. Click on the availability link next your event.

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'.
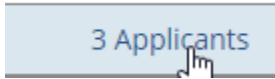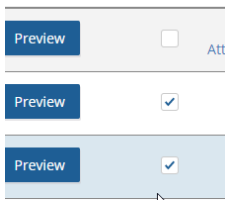

4. You will now see a list of your interview slots.
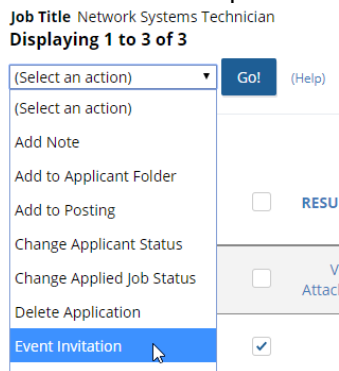
Inviting Applicants to Interview

1. Click on the "Jobs" menu and select "All Jobs".

2. Click on the applicants list next to the posting.

    3 Applicants

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

    Preview   Att
    Preview   ✓
    Preview   ✓

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

    Job Title Network Systems Technician
    Displaying 1 to 3 of 3

    (Select an action) ▾   Go!   (Help)

    (Select an action)
    Add Note
    Add to Applicant Folder   RESU
    Add to Posting
    Change Applicant Status
    Change Applied Job Status   V
    Delete Application   Attac
    Event Invitation   ✓

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

    Event Invitation

    *Event Network Interviews

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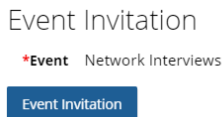
6. Applicants will receive an email inviting them to select an interview slot. You will receive notifications when a slot has been selected.