

Recruiting and Hiring - Scheduling Interviews



1

Navigate to <https://recruiting-help.frontlineeducation.com/hc/en-us/articles/9490947635603-Interview-Manager-eLearning-Course>

2

Click "Recruiting & Hiring"

Absence Management

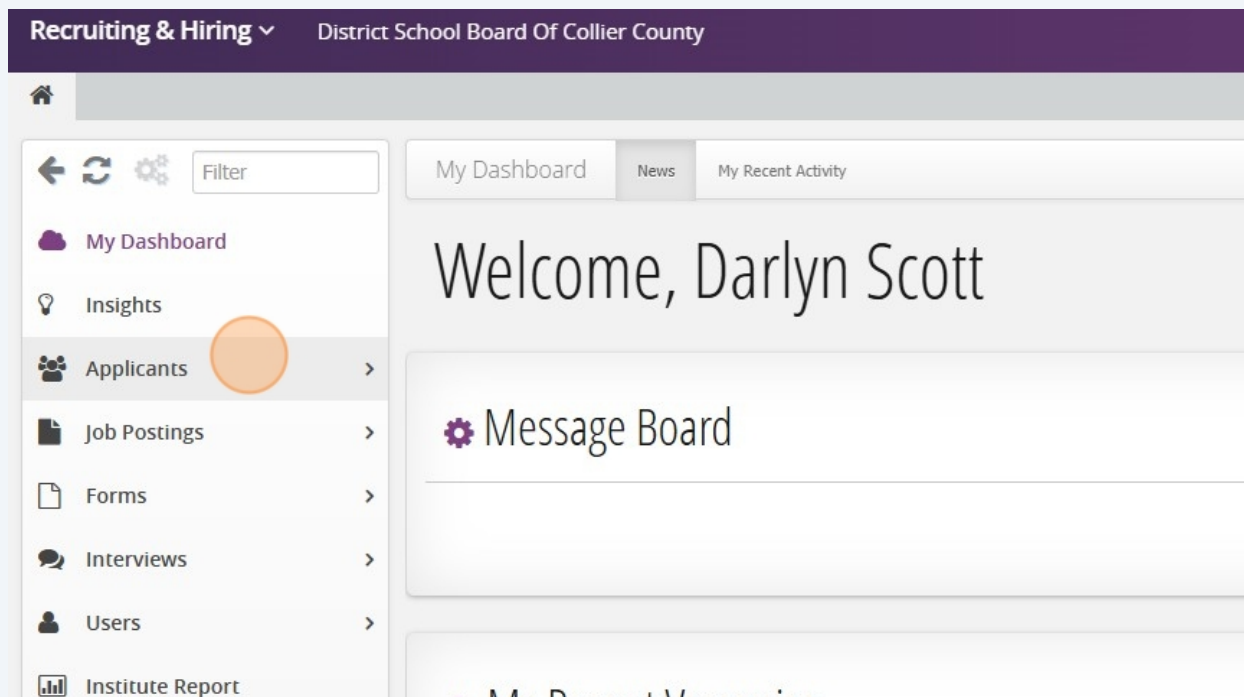
Frontline Central

Professional Growth

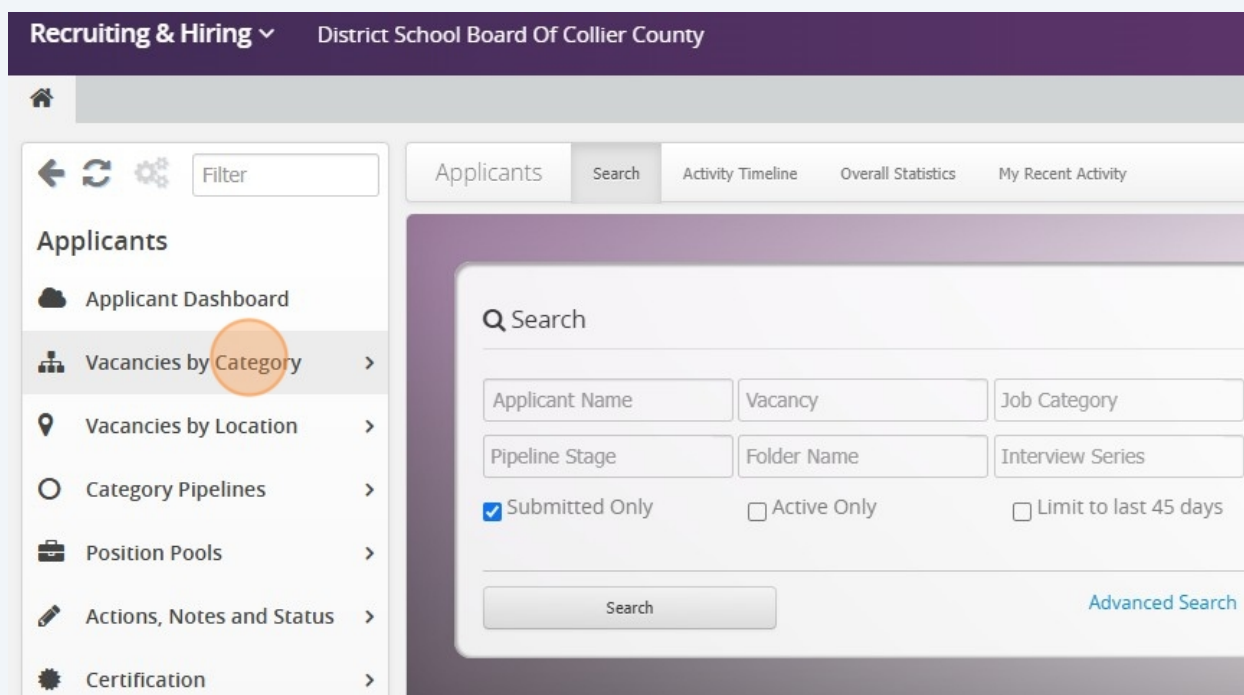
Recruiting & Hiring



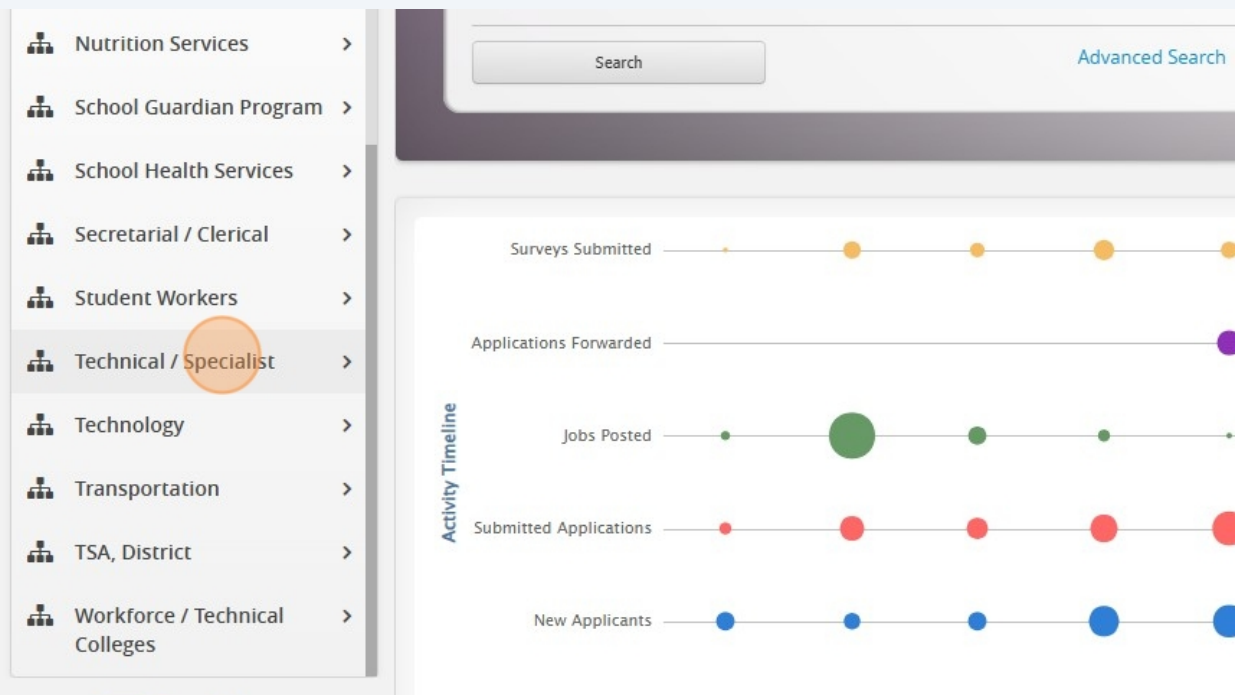
3 From your dashboard, Click "Applicants"



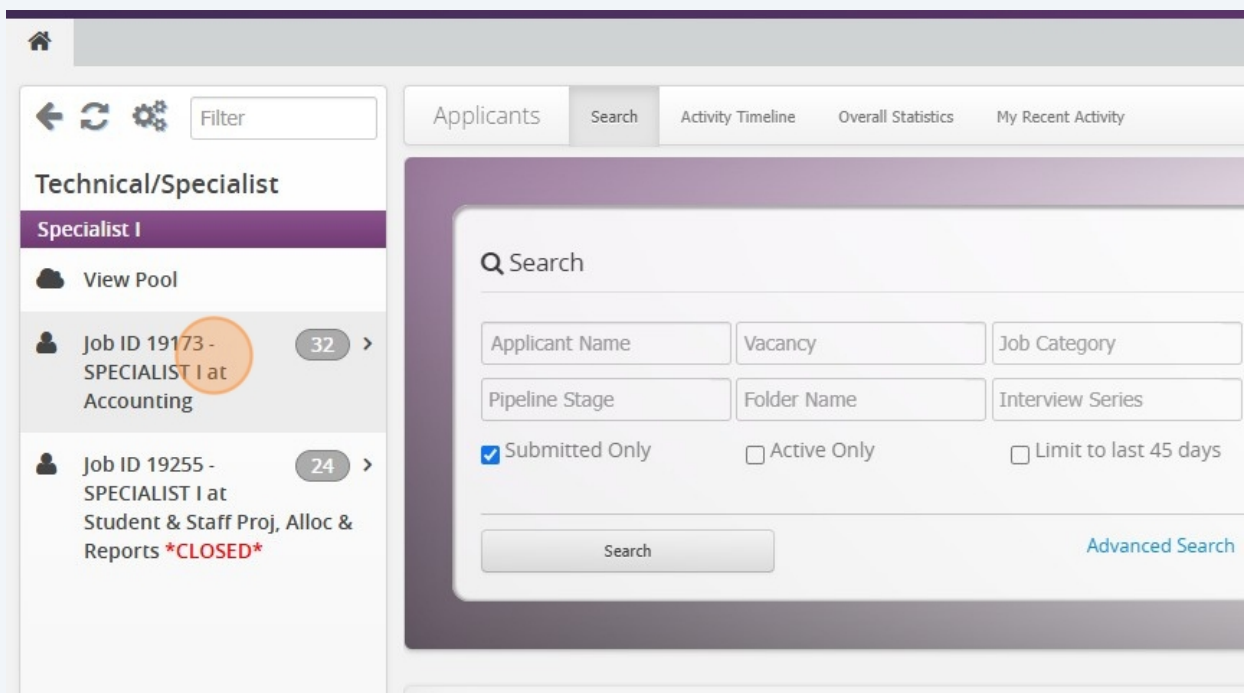
4 Click either "Vacancies by Category" or "Vacancies by Location"



5 Navigate to the section/location of your position.



6 Select the position for interviewing



7

Select the section of applicants you'd wish to invite. This will usually be located within the "Qualified" pipeline.

The screenshot shows the 'view job posting' interface. On the left, under 'Pipeline Stages', the 'Qualified' stage is highlighted with an orange circle and has a count of 18. The right side features a search bar with fields for 'Pipeline Stage', 'Folder Name', and 'Interview Series'. Below these are checkboxes for 'Submitted Only' (checked), 'Active Only', and 'Limit to last 45 days'. A 'Search' button and a link to 'Advanced Search' are also present. At the bottom, an 'Activity Timeline' shows four horizontal bars with colored dots representing activity: 'Surveys Submitted' (orange), 'Applications Forwarded' (purple), 'Jobs Posted' (green), and 'Submitted Applications' (red).

8

Select the candidates to invite by either selecting check box next to their name, or to batch select, use the checkbox indicated above.

The screenshot shows the 'Recruiting & Hiring' interface for the District School Board Of Collier County. The top navigation bar includes a home icon and a search bar. Below this, a sidebar on the left contains a 'Filter' button and a 'Pipeline Stages' section with radio buttons for 'Not in any pipeline stage' (10), '*New Applicant' (2), 'Reviewed Pending Documents' (2), and 'Qualified' (18). The main content area displays a table of candidates for 'JobID: 19173 - SPECIALIST I - Accounting StageId: 11'. The table has columns for 'Full Name', 'Date Comp.', and 'Pr'. The first candidate listed is 'Monteiro, Cecilia' with a completion date of '10/26/2024' and a 'Pr' value of '06'. Below the table, there is a section for 'Internal Applications' with a list of active jobs (4), inactive jobs (46), and pools (0). The list includes:

- Managerial
 - JobIDs: 19254 - FINANCIAL SERVICES ACCOUNTANT I (5.0 years exp.) - Stage: Qualified
- Technical/Specialist
 - JobIDs: 19173 - SPECIALIST I (5.0 years exp.) - Stage: Qualified
 - JobIDs: 19255 - SPECIALIST I - Stage: Qualified
- Transportation
 - JobIDs: 19287 - SPECIALIST II - Stage: Qualified

The second candidate listed is 'Armand, Junie' with a completion date of '10/25/2024' and a 'Pr' value of '59'.

9 Click "Schedule an Interview"

The screenshot shows a recruitment system interface. On the left is a sidebar with various action items, each with an icon and a right-pointing arrow:

- Mark them with notes
- Send them an email
- View sent emails
- View submissions
- Forward applicant(s)
- Schedule an Interview** (highlighted with an orange circle)
- Send a form
- Download applicant data
- Add/Update in Absence Management
- Create chart
- Delete their file

The main content area displays a list of applicants. Each entry includes a name, a date, and a score. Below each entry are tabs for 'Active Jobs', 'Inactive Jobs', and 'Pools', followed by a list of job details.

Applicant Name	Date	Score
Armand, Junie	10/25/2024	59
Suarez, Aileen	10/24/2024	58

For Armand, Junie, the job details are:

- Technical/Specialist
 - JobIDs: 19173 - SPECIALIST I (5.0 years exp.) - Stage: Qualified
 - JobIDs: 19255 - SPECIALIST I - Stage: Qualified
- Transportation
 - JobIDs: 19287 - SPECIALIST II - Stage: Qualified

For Suarez, Aileen, the job details are:

- Instructional Application
 - JobID: 440 - Application (this is not a monitore - Stage: *New Applicant

10 On the Interview Series window, Click the "Create new interview series" field.

The screenshot shows the 'Interview Series' window. At the top, there's a title bar with a close button. Below it are tabs for 'Start', 'Series Details', 'Sessions', 'Participants', 'Questionnaires', and 'Summary'. The 'Start' tab is selected.

The main content area is titled 'Add to interview series' and contains the following text:

18 applicants selected. Select an option below to add the applicants to an existing or new interview series.

There are two radio button options:

- ☒ **Edit existing interview series**
Job ID: 19173 - SPECIALIST I at Accounting (10/25/2024 by: bre ▼)
- ☐ **Create new interview series**
 - ☐ General Recruiting - not associated with a specific posting or pool
 - ☐ Specific Posting
 - ☐ Position Pool

The 'Create new interview series' option is highlighted with an orange circle.

11

Click the "Specific Posting" field, and choose your Job ID number from the list. Click this button, and then click next.

Start **Series Details** Sessions Participants Questionnaires Summary

Add to interview series

18 applicants selected. Select an option below to add the applicants to an existing or new interview series.

☐ Edit existing interview series

☒ Create new interview series

- ☒ General Recruiting - not associated with a specific posting or pool
- ☐ Specific Posting
- ☐ Position Pool

18 applicants selected. Select an option below to add the applicants to an existing or new interview series.

☐ Edit existing interview series

☒ Create new interview series

- ☐ General Recruiting - not associated with a specific posting or pool
- ☒ Specific Posting Job ID:19173 - SPECIALIST I at Accounting ▼
- ☐ Position Pool

Next »

- 12 Edit title to include Job ID, Title, and Location of the position.

 **Interview Series** Close

Create New Interview Series

[Start](#) [Series Details](#) [Sessions](#) [Participants](#) [Questionnaires](#) [Summary](#)

Title: How would you like to refer to this interview series in the future?
Job ID:19173 - SPECIALIST I at Accounting

Location: Where will these interviews be held? This location can be overridden on a per-session basis later.
Select a default location for interview sessions ▼

Options:

☐ Allow applicants to reschedule interviews.

When do sessions become available: As soon as sessions are created ▼

When do sessions become unavailable: No cutoff ▼

- 13 Select the location interviews will be held.

 **Interview Series** Close

Create New Interview Series

[Start](#) [Series Details](#) [Sessions](#) [Participants](#) [Questionnaires](#) [Summary](#)

Title: How would you like to refer to this interview series in the future?
Job ID:19173 - SPECIALIST I at CCPS Accounting

Location: Where will these interviews be held? This location can be overridden on a per-session basis later.
Administration Center ▼

Options:

☐ Allow applicants to reschedule interviews.

When do sessions become available: As soon as sessions are created ▼

When do sessions become unavailable: No cutoff ▼

- 14 Applicants have the option to schedule and reschedule interviews if allowed by clicking the button below.

 **Interview Series** Close

Create New Interview Series

[Start](#) [Series Details](#) [Sessions](#) [Participants](#) [Questionnaires](#) [Summary](#)

Title: How would you like to refer to this interview series in the future?
Job ID:19173 - SPECIALIST I at CCPS Accounting

Location: Where will these interviews be held? This location can be overridden on a per-session basis later.
Administration Center

Options: ☐ Allow applicants to reschedule interviews.
When do sessions become available: As soon as sessions are created
When do sessions become unavailable: No cutoff

- 15 Click Next.

Job ID:19173 - SPECIALIST I at CCPS Accounting

Location: Where will these interviews be held? This location can be overridden on a per-session basis later.
Administration Center

Options: ☒ Allow applicants to reschedule interviews.
When do sessions become available: As soon as sessions are created
When do sessions become unavailable: No cutoff

« Prev Next »

16 Review candidates to invite and click "Add New Session"

Sessions
Interview Sessions represent the actual occasion of the interview - its time and location.

[Add New Session](#)

No sessions exist yet. Begin by clicking the [Add New Session](#). Once created, applicants may be assigned to any session or invited to choose from available time slots on a first-come-first-served basis.

« Prev Next »

17 Select whether this is a single or multiple occurrence (more than 1 interviewee).

Add New Interview Session Cancel Close

Job ID: 1917

Type: ☒ Single Occurrence ☐ Multiple Occurrences

Start Date: 10/30/2024

Start Time: 08 : 00 AM

Duration: 60 minutes

Maximum # of applicants: ☒ Fixed - Count: 1 ☐ Unlimited

Interview Location: [Dropdown]

Address: [Text Box]

Invitation Email Subject: Invitation to participate in an upcoming Interview - {InterviewTitle}

Additional Instructions:
Include:
• Where to go
• What to bring
• Who to contact for cancellations/changes

Save Session

18 Select interview start and end date(s)/ and start time.

Add New Interview Session Cancel Close

Job ID:1917 Start Series

Type: ☐ Single Occurrence ☒ Multiple Occurrences

Create an interview session every: ☐ S ☒ M ☒ T ☒ W ☒ T ☒ F ☐ S

Start Date: 10/30/2024

End Date: 11/5/2024

Start Time: 08 : 00 AM

Duration: 60 minutes

Create the following number of sessions per day: 1

Maximum # of applicants: ☒ Fixed - Count: 1 ☐ Unlimited

Interview Location:

Address:

Invitation Email Subject: Invitation to participate in an upcoming Interview - {InterviewTitle}

Additional Instructions: Include:
• Where to go
• What to bring
• Who to contact for cancellations/changes

19 Select the duration of the interview.

Add New Interview Session Cancel Close

Job ID:1917 Start Series

Type: ☐ Single Occurrence ☒ Multiple Occurrences

Create an interview session every: ☐ S ☒ M ☒ T ☒ W ☒ T ☒ F ☐ S

Start Date: 11/04/2024

End Date: 11/04/2024

Start Time: 9 : 00 AM

Duration: 60 minutes

Create the following number of sessions per day: 1

Maximum # of applicants: ☒ Fixed - Count: 1 ☐ Unlimited

Interview Location:

Address:

Invitation Email Subject: Invitation to participate in an upcoming Interview - {InterviewTitle}

Additional Instructions: Include:
• Where to go
• What to bring
• Who to contact for cancellations/changes

20

Select the number of interviews being held. System defaults to 10. For more, repeat process.

Add New Interview Session [Cancel] [Close]

Job ID: 1917 [Start] [Series]

Type: ☐ Single Occurrence ☒ Multiple Occurrences

Create an interview session every: ☐ S ☒ M ☒ T ☒ W ☒ Th ☒ F ☐ S

Start Date: 11/04/2024 [Calendar]

End Date: 11/04/2024 [Calendar]

Start Time: 9 : 00 AM [Dropdown]

Duration: 15 minutes

Create the following number of sessions per day: **10** [Dropdown]

Maximum # of applicants: ☒ Fixed - Count: 1 ☐ Unlimited

Interview Location: [Dropdown]

Address: [Text Area]

Invitation Email Subject: Invitation to participate in an upcoming Interview - {InterviewTitle}

Additional Instructions: Include:
 • Where to go
 • What to bring
 • Who to contact for cancellations/changes

[Text Area]

21

Select the location again and/or modify the address as needed.

Add New Interview Session [Cancel] [Close]

Job ID: 1917 [Start] [Series]

Type: ☐ Single Occurrence ☒ Multiple Occurrences

Create an interview session every: ☐ S ☒ M ☒ T ☒ W ☒ Th ☒ F ☐ S

Start Date: 11/04/2024 [Calendar]

End Date: 11/04/2024 [Calendar]

Start Time: 9 : 00 AM [Dropdown]

Duration: 15 minutes

Create the following number of sessions per day: 10 [Dropdown]

Maximum # of applicants: ☒ Fixed - Count: 1 ☐ Unlimited

Interview Location: **Administration Center** [Dropdown]

Address: [Text Area]

Invitation Email Subject: Invitation to participate in an upcoming Interview - {InterviewTitle}

Additional Instructions: Include:
 • Where to go
 • What to bring
 • Who to contact for cancellations/changes

[Text Area]

[Create Sessions]

22 Enter any additional instructions for the candidates, if necessary.

End Date: 11/04/2024

Start Time: 9 : 00 AM

Duration: 15 minutes

Create the following number of sessions per day: 10

Maximum # of applicants: ☒ Fixed - Count: 1 ☐ Unlimited

Interview Location: Administration Center

Address: 5775 Osceola Trail
Naples, FL 34109

Invitation Email Subject: Invitation to participate in an upcoming Interview - {InterviewTitle}

Additional Instructions:
Include:
• Where to go
• What to bring
• Who to contact
for cancellations/changes

Create Sessions

[Add New Session](#)

« Prev Next »

23 Once complete with all steps, click "Create Sessions."

End Date: 11/04/2024

Start Time: 9 : 00 AM

Duration: 15 minutes

Create the following number of sessions per day: 10

Maximum # of applicants: ☒ Fixed - Count: 1 ☐ Unlimited

Interview Location: Administration Center

Address: 5775 Osceola Trail
Naples, FL 34109

Invitation Email Subject: Invitation to participate in an upcoming Interview - {InterviewTitle}

Additional Instructions:
Include:
• Where to go
• What to bring
• Who to contact
for cancellations/changes

Create Sessions

[Add New Session](#)

« Prev Next »

24 Click "Invite All Unscheduled Applicants"

 **Interview Series** Close

ESE COORDINATOR - PK-12 INTENSIVE at EESS (Job ID:19253) Applicants: 4 Sessions: 4

[Series Details](#) [Sessions](#) [Participants](#) [Questionnaires](#) [Summary](#)

Use the **Sessions** section on this screen to manage the interview times, locations, and assigned applicants. Additional applicants may be added to this series at a later time.

Unscheduled Applicants

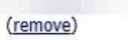
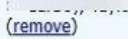
Applicant	Invitation Status	
	re-invite	Assign to Session Remove
	re-invite	Assign to Session Remove

[Invite All Unscheduled Applicants](#) [Invite Only non-Invited Applicants](#)

Sessions

Interview Sessions represent the actual occasion of the interview - its time and location.

[Add New Session](#)

	Date	Start	End	Location	Interviewees
☐	10/31/2024	12:30 PM	1:00 PM	Administration Center	 Assigned on 10/25/2024 1:45 PM (remove)
☐	10/31/2024	1:00 PM	1:30 PM	Administration Center	None
☐	10/31/2024	1:30 PM	2:00 PM	Administration Center	None
☐	10/31/2024	2:00 PM	2:30 PM	Administration Center	 Assigned on 10/28/2024 11:21 PM (remove)

[Edit Selected Session](#) [Delete Selected Session](#)

25 Click "Send Invitation"

this series at a later time.

Unscheduled Applicants

Sessions

Interview Sessions represent the actual occasion of the interview - its time and location.

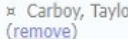
[Add New Session](#)

Send Invitation Cancel

To: all unscheduled applicants
Subject: Invitation to participate in an upcoming Interview - ESE COORDINATOR - PK-12 INTENSIVE at EESS (Job ID:19253)
Additional message to include in invitation (optional):

☒ Receive notification when scheduled

[Send Invitation](#)

☐ 10/31/2024 2:00 PM 2:30 PM Administration Center  Carboy, Taylor [Assigned on 10/28/2024 11:21 PM](#)
[\(remove\)](#)

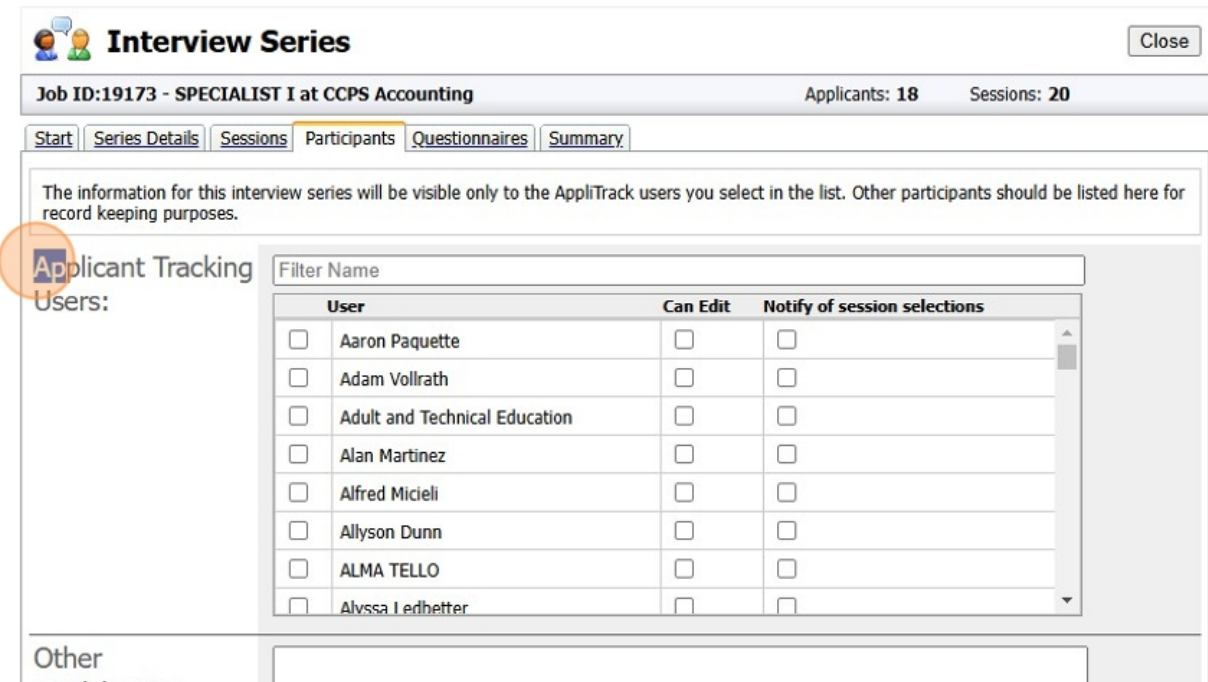
[Edit Selected Session](#) [Delete Selected Session](#)

« Prev

Next »

26

Select Users to be included on the series, if needed. Additional users can have access to edit the series, or be notified once an applicant has selected their time by clicking the box next to their name.



Interview Series Close

Job ID: 19173 - SPECIALIST I at CCPS Accounting Applicants: 18 Sessions: 20

[Start](#) [Series Details](#) [Sessions](#) [Participants](#) [Questionnaires](#) [Summary](#)

The information for this interview series will be visible only to the AppliTrack users you select in the list. Other participants should be listed here for record keeping purposes.

Applicant Tracking Users:

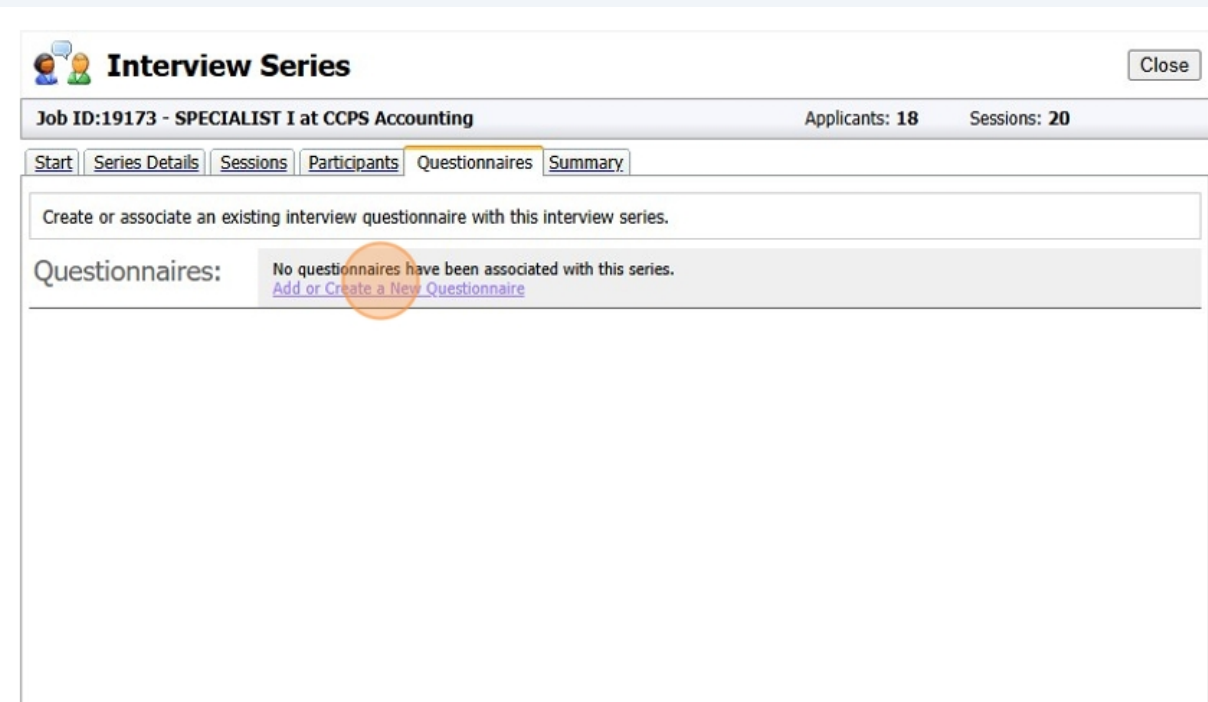
Filter Name

User	Can Edit	Notify of session selections
☐ Aaron Paquette	☐	☐
☐ Adam Vollrath	☐	☐
☐ Adult and Technical Education	☐	☐
☐ Alan Martinez	☐	☐
☐ Alfred Micieli	☐	☐
☐ Allyson Dunn	☐	☐
☐ ALMA TELLO	☐	☐
☐ Alyssa Ledbetter	☐	☐

Other

27

Navigate to the "Questionnaires" section to build your interview questions for the series. Click "Add or Create a New Questionnaire" to start.



Interview Series Close

Job ID: 19173 - SPECIALIST I at CCPS Accounting Applicants: 18 Sessions: 20

[Start](#) [Series Details](#) [Sessions](#) [Participants](#) [Questionnaires](#) [Summary](#)

Create or associate an existing interview questionnaire with this interview series.

Questionnaires: No questionnaires have been associated with this series.
[Add or Create a New Questionnaire](#)

28

Choose either to "Use a Global Template" or "Create a new Interview Questionnaire for this series" field, and then click submit.

Job ID:19173 - SPECIALIST I at CCPS Accounting Applicants: 18 Sessions: 20

Start Series Details Sessions Participants Questionnaires Summary

Create or associate an existing interview questionnaire with this interview series.

Questionnaires: No questionnaires have been associated with this series.
[Add or Create a New Questionnaire](#)

Assign Questionnaire to Series Cancel

☒ Use a global questionnaire:
Select a questionnaire ▼

☐ Create a new Interview Questionnaire for this series

Submit

29

If you select to create a new questionnaire, choose from "a blank form," or "an existing questionnaire."

Create Questionnaire for Interview Series Job ID:19173 - SPECIALIST I at CCPS Accounting for Job ID:19173 - SPECIALIST I at

**Create New Interview Questionnaire**
Select an option below. When copying from an existing form, always verify the workflow.

Start From

 [A blank form](#)

 [An existing interview questionnaire](#)

 [Form Construction Service](#)

30

Using the "blank form" option, allows for use of the Frontline vetted interview questions per position.

Create Questionnaire for Interview Series Job ID:19173 - SPECIALIST I at CCPS Accounting for Job ID:19173 - SPECIALIST I at

1 Select library content below. Start by choosing a category.

Support Staff - Administrative Assistant

2 Add Look Fors

There are no look fors for this category.

3 Add Questions

There are no questions for this category.

View your questionnaire below.

[Edit Questions](#) | [Preview Form](#)

31

To add questions to your series, click the "Add" button. You'll be able to edit later.

Add contribute to a school office staff?

Add As a school office administrative assistant, do you believe the applicant will maintain the professional integrity of the school and respect the confidentiality of the students and the staff?

Add Does the applicant present themselves as receptive, professional, and approachable?

Add Is the applicant technologically able to fulfill the role, or demonstrate the wherewithal to obtain the technical skills required by the position?

3 Add Questions

Add Why do you want to be an administrative assistant in a school office?

Add Describe your experience preparing power point presentations and specifically mention any special features you included.

Add Describe the level of confidentiality that you believe is required by a school office administrative assistant.

Add What will you do if parents or community members ask you questions that you are unsure of how to respond?

Add Occasionally, a fellow co-worker may request that you reveal a confidentiality. How will you respond to the request?

Add Highlight your working experience with office equipment.

Add Describe any work history you have with student information systems, data entry, or reports created from student academic or attendance records.

Add What preparatory steps do you take before sending out an email to

Support Staff - Administrative Assistant

Interview Rating: Support Staff - Administrative Assistant

Why do you want to be an administrative assistant in a school office?

32 To edit your questions when done selecting, click "Edit Questions."

Create Questionnaire for Interview Series Job ID:19173 - SPECIALIST I at CCPS Accounting for Job ID:19173 - SPECIALIST I at

1 Select library content below. Start by choosing a category.

Support Staff - Administrative Assistant

2 Add Look Fors

Add Does the applicant possess the type of skills necessary to successfully contribute to a school office staff?

Add As a school office administrative assistant, do you believe the applicant will maintain the professional integrity of the school and respect the confidentiality of the students and the staff?

Add Does the applicant present themselves as receptive, professional, and approachable?

Add Is the applicant technologically able to fulfill the role, or demonstrate the wherewithal to obtain the technical skills required by the position?

Add Describe your work background and training as it applies to an administrative assistant position in a school office.

Add Do you have any work experience designing class or teacher schedules?

Add Who can you provide a student's personal information to?

Add What spreadsheet software have you used and describe a report you have prepared using the program?

Add Are you familiar with court orders regarding parent/child custody rights? How do you envision these court orders impacting how a school treats a student's parents?

View your questionnaire below.

[Edit Questions](#) | [Preview Form](#)

Support Staff - Administrative Assistant

Interview Rating: Support Staff - Administrative Assistant

Why do you want to be an administrative assistant in a school office?

Describe your experience preparing power point presentations and specifically mention any special features you included.

What preparatory steps do you take before sending out an email to hundreds of parents?

What specific administrative assistant skills do you possess?

What strategies will you use when parents or students are demonstrating frustration or anger?

33 Edit the questions using the "Edit Form Content" screen. Once done, click "Save Changes."

Create Questionnaire for Interview Series Job ID:19173 - SPECIALIST I at CCPS Accounting for Job ID:19173 - SPECIALIST I at

Edit Form content below

[Save Changes](#) [Refresh](#) [Print](#) [Preview Questionnaire](#) [Questionnaire Builder](#)

Sort	Order	Required	Field Type	Options
			Prompt:	
	1	☐	Divider	
			Prompt:	
			expand Support Staff - Administrative Assistant	
	2	☐	Plain Header	
			Prompt:	
			Interview Rating: Support Staff - Administrative Assistant	
	3	☐	Group - Average	Options For: Groups can automatically total or average numeric responses for administrators. Enter the name for this group, as it should appear when it is listed as a column in the result grid, in the Prompt above. Field Type: If applicants are associated with a page

- 34 To finalize questionnaire, click "Complete and Return to Interview Series"

The screenshot shows a questionnaire form with three visible sections. Each section has a 'Prompt:' label followed by a text input field. To the left of each input field is a small square checkbox and a dropdown arrow. At the bottom of the form, there is a button labeled 'Complete and Return to Interview Series' which is highlighted with an orange circle.

- 35 Click "view" to preview questions.

The screenshot shows the 'Interview Series' page for 'Job ID:19173 - SPECIALIST I at CCPS Accounting'. The page has a header with the job title and statistics: 'Applicants: 18' and 'Sessions: 20'. Below the header is a tabbed interface with tabs for 'Start', 'Series Details', 'Sessions', 'Participants', 'Questionnaires', and 'Summary'. The 'Questionnaires' tab is selected. Below the tabs, there is a text input field with the placeholder 'Create or associate an existing interview questionnaire with this interview series.' Below this, there is a table with the following structure:

Title		
Job ID:19173 - SPECIALIST I at CCPS Accounting	edit	view

Below the table, there is a link: [+ Add or Create a New Questionnaire](#). The 'view' button in the table is highlighted with an orange circle.

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Click this button.

11/4/2024	9:30 AM	9:45 AM	Administration Center	
11/4/2024	9:45 AM	10:00 AM	Administration Center	
11/4/2024	10:00 AM	10:15 AM	Administration Center	
11/4/2024	10:15 AM	10:30 AM	Administration Center	
11/4/2024	10:30 AM	10:45 AM	Administration Center	
11/4/2024	10:45 AM	11:00 AM	Administration Center	
11/4/2024	11:00 AM	11:15 AM	Administration Center	
11/4/2024	11:15 AM	11:30 AM	Administration Center	
11/4/2024	11:15 AM	11:30 AM	Administration Center	
11/4/2024	11:30 AM	11:45 AM	Administration Center	
11/4/2024	11:45 AM	12:00 PM	Administration Center	
11/4/2024	12:00 PM	12:15 PM	Administration Center	
11/4/2024	12:15 PM	12:30 PM	Administration Center	
11/4/2024	12:30 PM	12:45 PM	Administration Center	
11/4/2024	12:45 PM	1:00 PM	Administration Center	
11/4/2024	1:00 PM	1:15 PM	Administration Center	
11/4/2024	1:15 PM	1:30 PM	Administration Center	
11/4/2024	1:30 PM	1:45 PM	Administration Center	

« Prev

Save and Finish