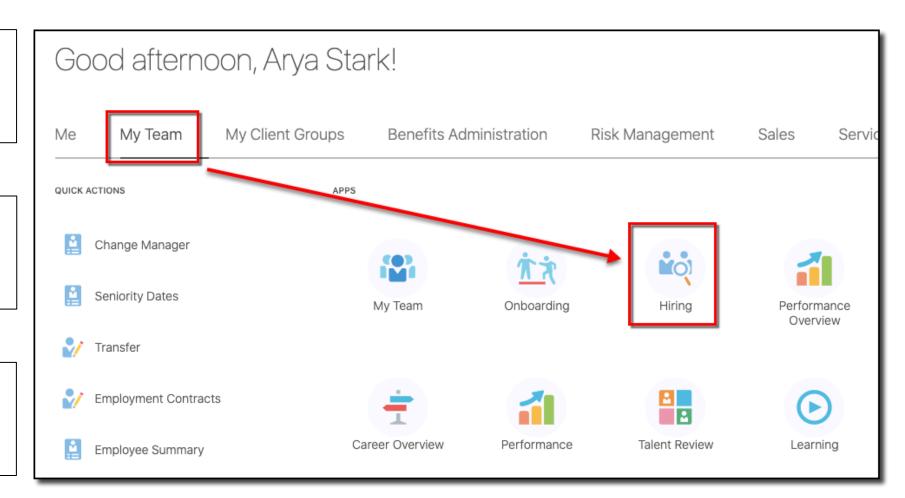**Note**: **Hiring team managed interviews** are interviews the hiring team schedules on behalf of applicants
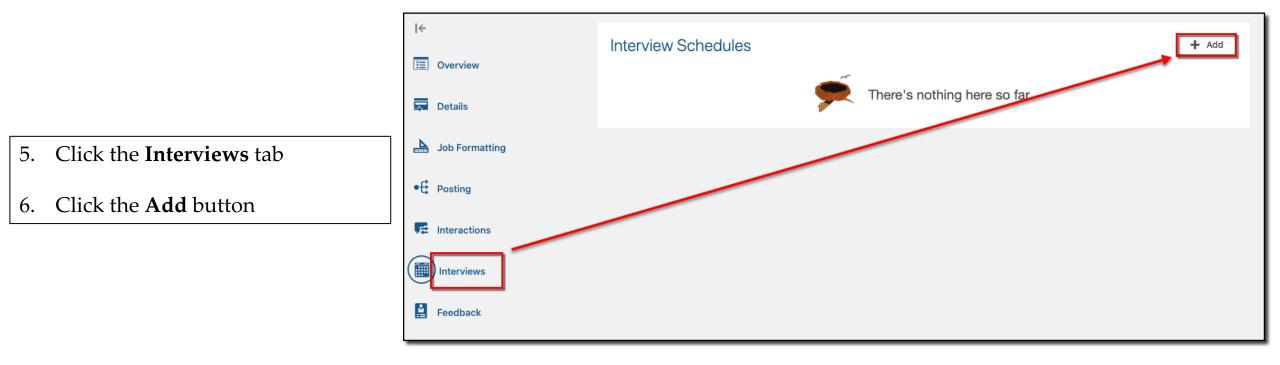
Note: You must first create an interview schedule template for the desired job requisition, then schedule the applicant interviews

1. Select **My Team** to display your manager functions

2. Click **Hiring**

Good afternoon, Arya Stark!

Me | My Team | My Client Groups | Benefits Administration | Risk Management | Sales | Servi

QUICK ACTIONS

APPS

Change Manager

Seniority Dates

Transfer

Employment Contracts

Employee Summary

My Team

Onboarding

Hiring

Performance Overview

Career Overview

Performance

Talent Review

Learning

3. From the **Job Requisitions** tab, use a keyword or filter to search for the desired job requisition

4. Click the requisition **title** for which the interview schedule will be created

5. Click the **Interviews** tab

6. Click the **Add** button

Connect

7. Enter the **Basic Information** (Select Hiring Team Managed)

8. Click **Continue**

1 Basic Information

*Template
CMHA Interview Schedul ˅

*Schedule Title
CMHA Interview Schedule - Hiring Team Managed

Schedule Type
Hiring Team Managed

Continue

9. Enter the **Location Details**

Note: **Format** options include In-Person, Phone, or Web Conference (Select the option you will likely use the most)

The option you choose determines the fields that need to be entered

10. Click **Continue**

2 Location Details

Format
Web Conference ˅

Phone
1 ˅ | 877 | 123.4567

Web Conference Link
www.zoom.com

Access Code
5050

* Sample data. Do not use this in Connect.

Continue
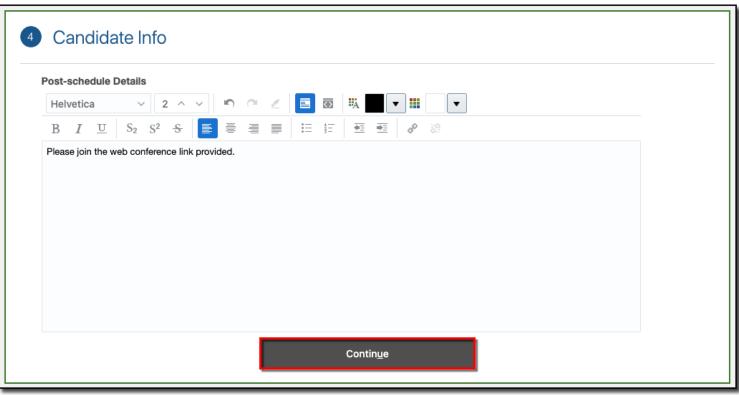
11. Enter the desired **settings**

12. Click **Continue**

13. Enter the **Candidate Info**

Note: **Post-schedule Deta**ils are instructions for the interview such as directions or how to join a web conf

14. Click **Continue**

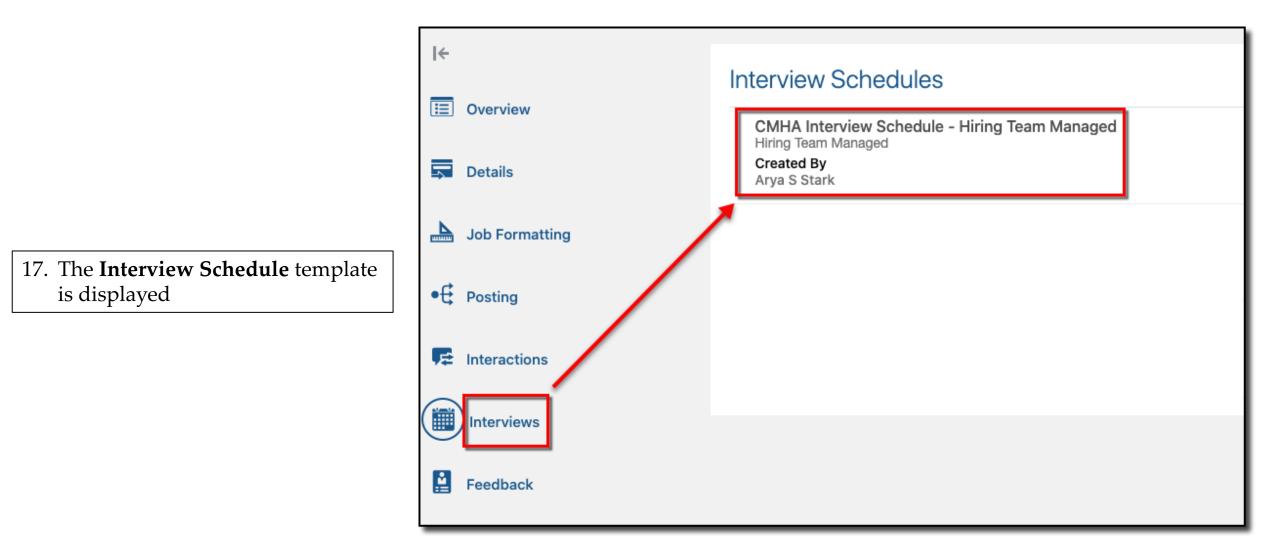15. Select the 3 checkboxes for **Interviewer Documents**

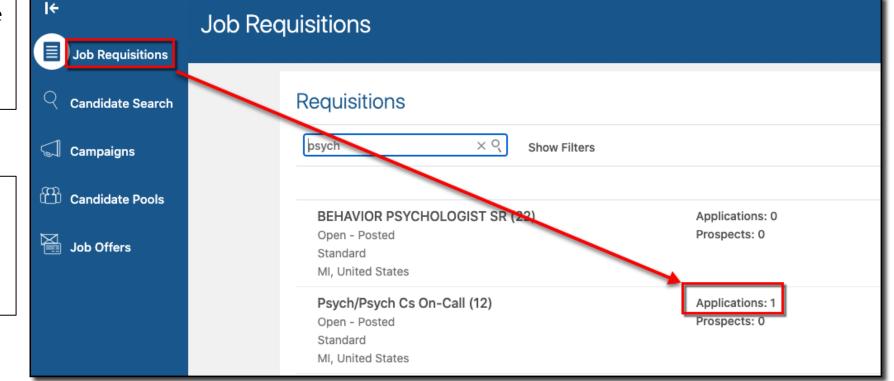**Note**: These will be sent to the interviewers when an interview is scheduled
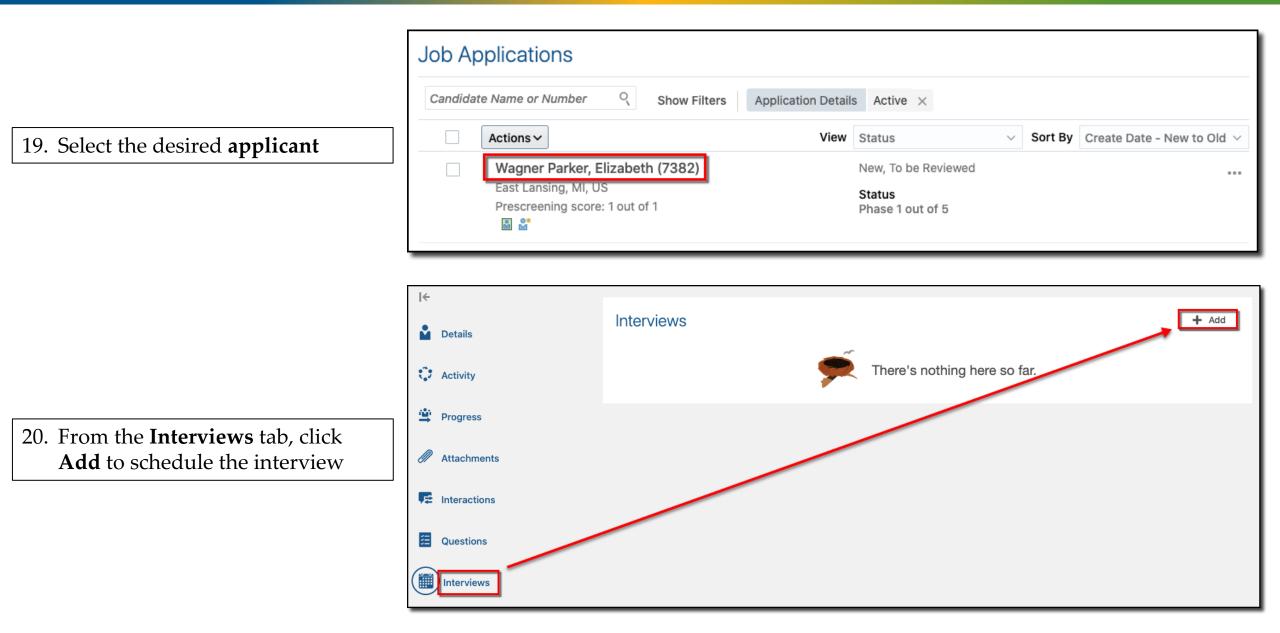
16. Click **Save and Close**

Interview Schedules

CMHA Interview Schedule – Hiring Team Managed
Hiring Team Managed
Created By
Arya S Stark

Overview

Details

Job Formatting

Posting

Interactions

Interviews

Feedback

17. The **Interview Schedule** template is displayed

After the interview schedule template is created, proceed by scheduling an applicant interview using the newly created template

18. Start by selecting the desired **job requisition** for which the interview will be scheduled and click the **Applications** link for the desired job

Job Applications

Candidate Name or Number 🔍   Show Filters   Application Details   Active ✕

☐   **Actions ⌄**   View Status ⌄   Sort By Create Date - New to Old ⌄

19. Select the desired **applicant**

☐   **Wagner Parker, Elizabeth (7382)**   New, To be Reviewed
East Lansing, MI, US
Prescreening score: 1 out of 1   **Status**
Phase 1 out of 5

|←

Interviews   ✚ Add

👤 Details

There's nothing here so far.

20. From the **Interviews** tab, click **Add** to schedule the interview

🔅 Activity

👥 Progress

📎 Attachments

📑 Interactions

📋 Questions

📅 **Interviews**

21. Enter the interview **details**

Notice the **Format** details populated when the **Schedule Title** was selected but the fields can be updated based on the type of interview you are actually scheduling

22. Click **Save and Close**

23. The **Interview** is displayed for this applicant

24. To view the interview schedule for all applicants for the desired job requisition, return to the **Job Requisition**

25. Click the **Interviews** tab

26. Click the desired **Interview Schedule**

27. The applicant interview is displayed on the **Interview Calendar**

End of Procedure