

Note: Applicant managed interviews allow the hiring team to create interview slots and applicants can be sent invitations to schedule their own interviews

Note: You must first create an interview schedule template for the desired job requisition, then invite the applicant to schedule their interview

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 Service

QUICK ACTIONS APPS

Change Manager Seniority Dates Transfer Employment Contracts Employee Summary

My Team Onboarding **Hiring** Performance Overview

Career Overview Performance Talent Review Learning

The screenshot shows a user interface for a manager. At the top, there is a greeting "Good afternoon, Arya Stark!". Below this is a navigation bar with several options: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", and "Service". The "My Team" option is highlighted with a red box. Below the navigation bar, there are two sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section contains icons for "Change Manager", "Seniority Dates", "Transfer", "Employment Contracts", and "Employee Summary". The "APPS" section contains icons for "My Team", "Onboarding", "Hiring", "Performance Overview", "Career Overview", "Performance", "Talent Review", and "Learning". A red arrow points from the "My Team" option in the navigation bar to the "Hiring" icon in the "APPS" section, which is also highlighted with a red box.

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

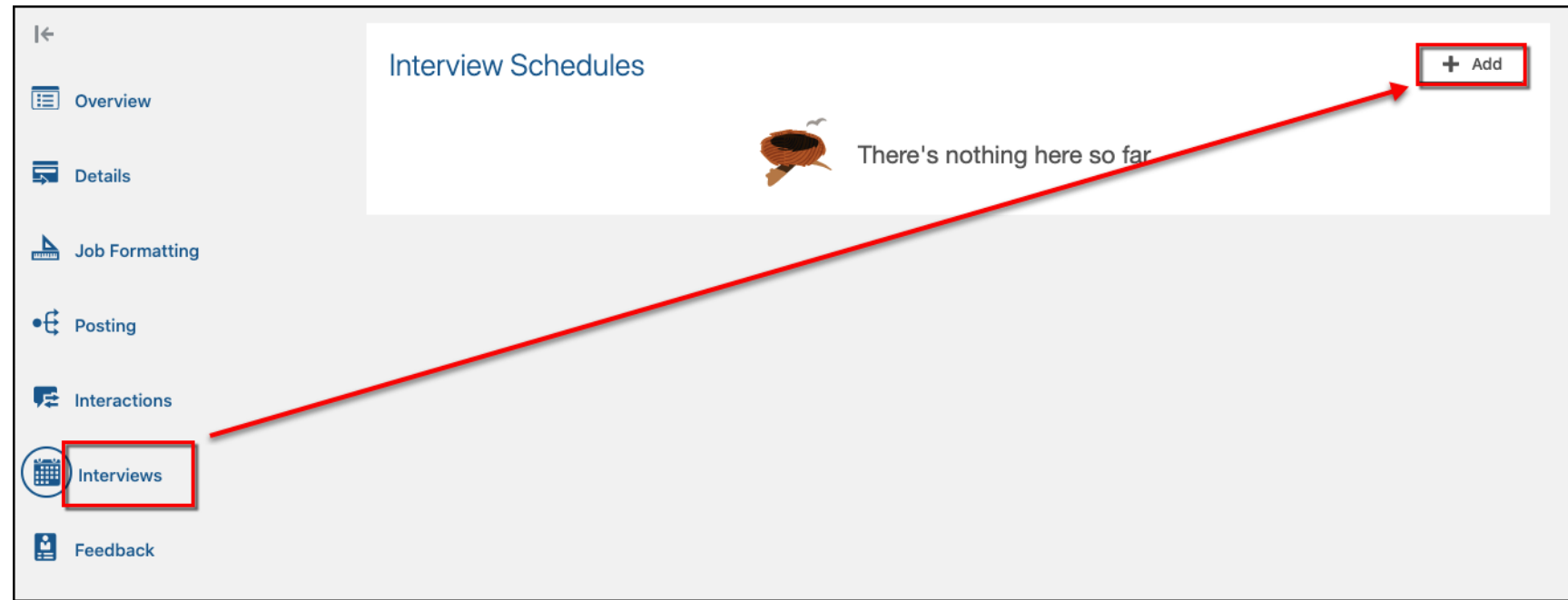
The screenshot shows the 'Job Requisitions' interface. On the left is a navigation menu with the following items: Job Requisitions (highlighted with a red box), Candidate Search, Campaigns, Candidate Pools, and Job Offers. The main content area is titled 'Job Requisitions' and contains a search bar with the keyword 'psych' and a 'Show Filters' button. Below the search bar is a table of requisitions:

Requisition Title	Applications	Prospects
BEHAVIOR PSYCHOLOGIST SR (22) Open - Posted Standard MI, United States	0	0
Psych/Psych Cs On-Call (12) Open - Posted Standard MI, United States	1	0

A red arrow points from the 'Job Requisitions' menu item to the 'Psych/Psych Cs On-Call (12)' requisition title, which is also highlighted with a red box.

5. Click the **Interviews** tab

6. Click the **Add** button



7. Enter the **Basic Information**
(Select Interview Schedule for Candidate)

8. Click **Continue**

1 Basic Information

*Template
Interview Schedule for C: ▾

*Schedule Title
Interview Schedule for Candidate

Schedule Type
Candidate 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**

3 Settings

- Candidates can reschedule
- Candidates can cancel
- Candidates can schedule on same day
- Candidates can see future interviews

Interview Visibility

2 weeks

- Candidate limit on rescheduling

Reschedule Limit

1 time

- Candidates can't make last-minute changes

Hours Before Interview

24 hours

Continue

13. Enter the **Candidate Info**

Note: Pre-schedule Details are instructions for applicants before scheduling their interview

14. Click **Continue**

4 Candidate Info

Pre-schedule Details

Helvetica 2

B I U S₂ S² [Rich Text Icons]

Please choose an interview time from the available time slots.

Post-schedule Details

[Rich Text Icons]

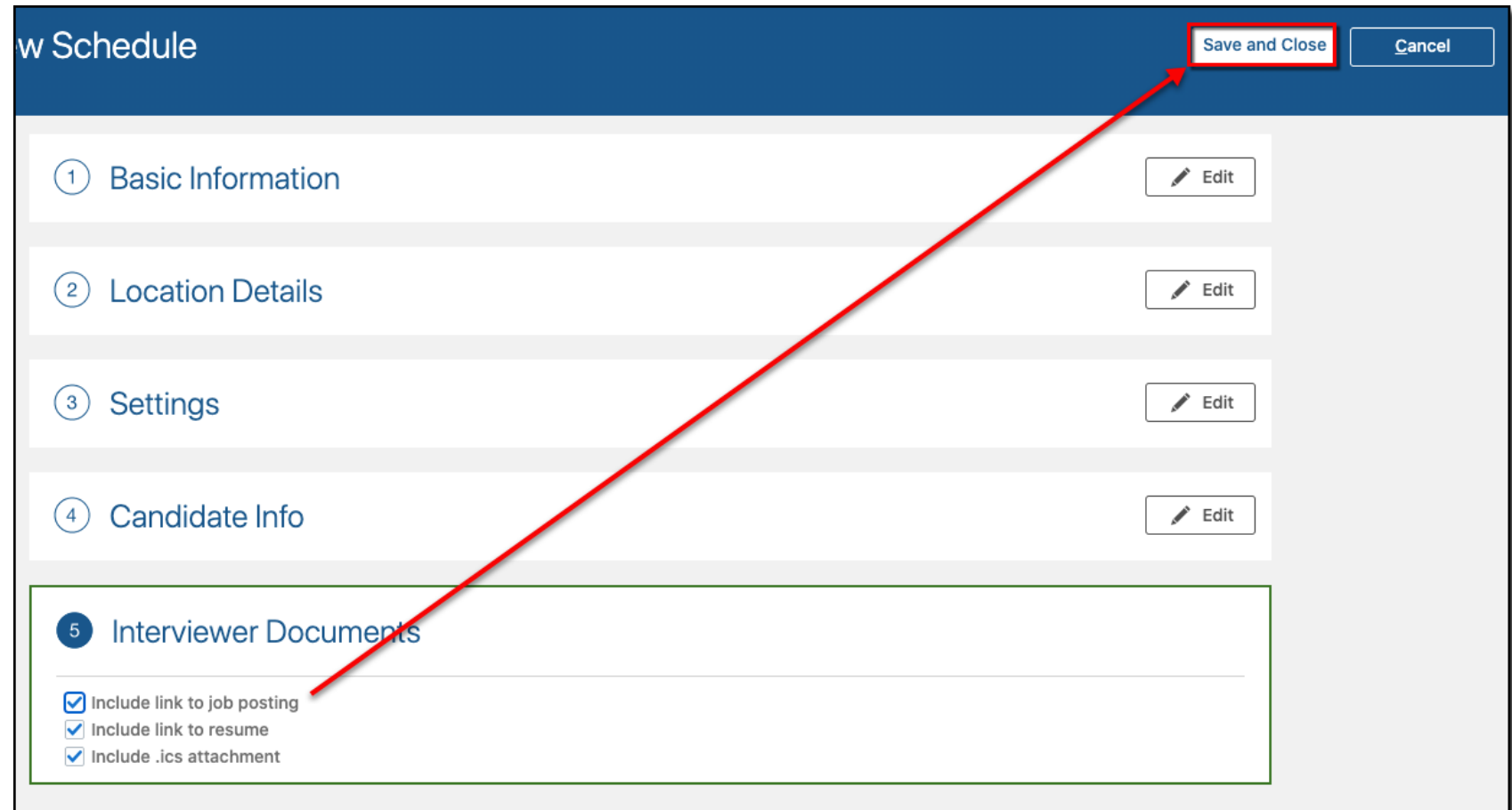
CMHA Note: xxxxx

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**



The screenshot shows a web form titled "Interview Schedule" with a dark blue header. In the top right corner of the header, there are two buttons: "Save and Close" (highlighted with a red box) and "Cancel". The form contains five sections, each with an "Edit" button:

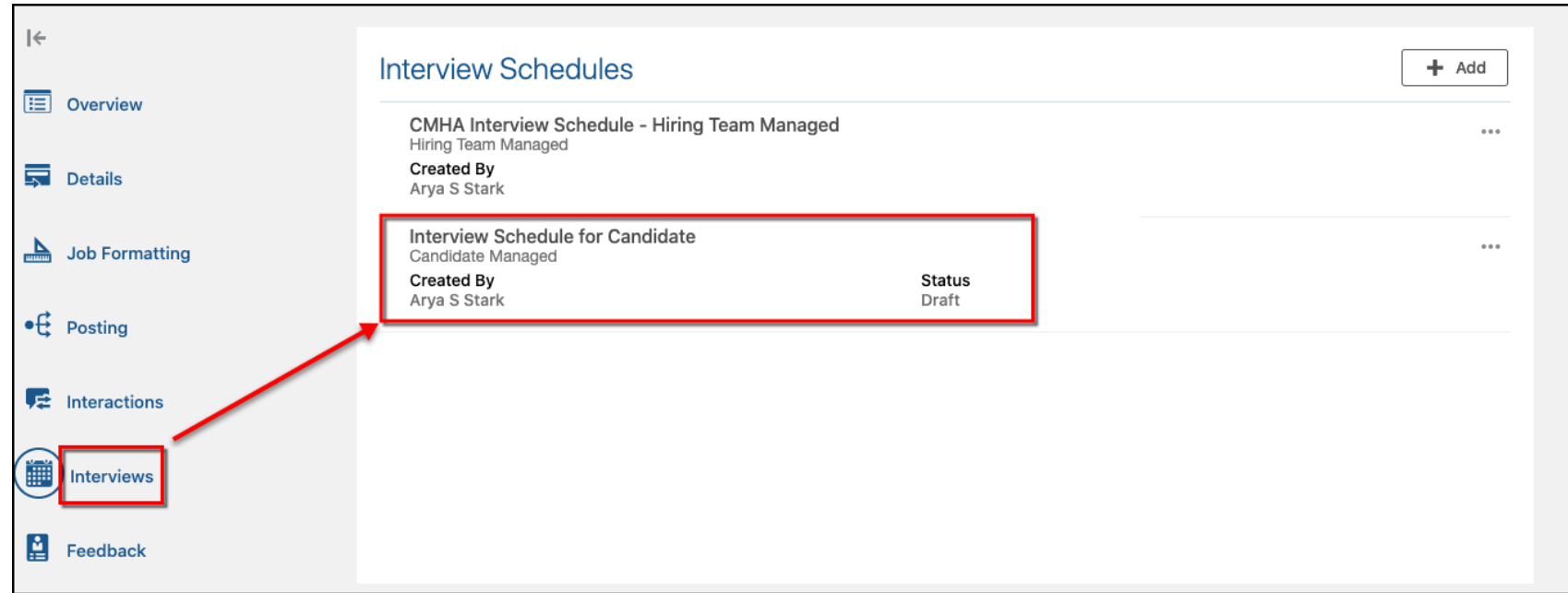
- 1 Basic Information
- 2 Location Details
- 3 Settings
- 4 Candidate Info
- 5 Interviewer Documents

The "Interviewer Documents" section (5) is highlighted with a green border and contains three checked checkboxes:

- Include link to job posting
- Include link to resume
- Include .ics attachment

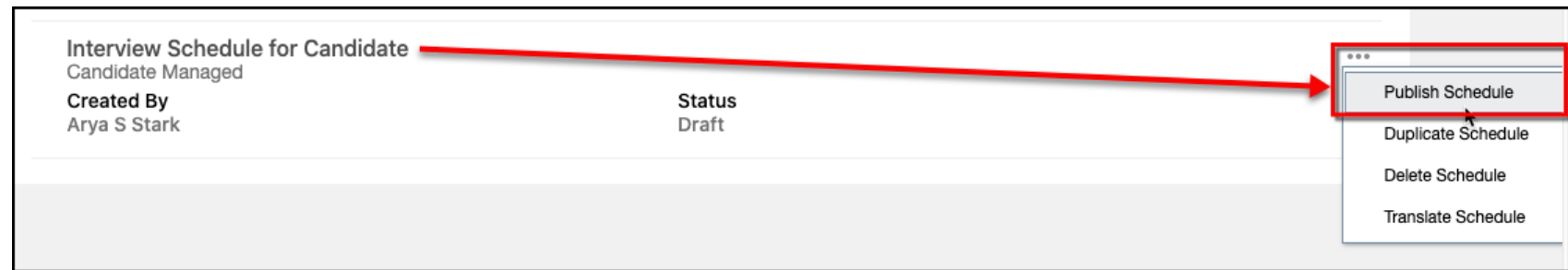
A red arrow originates from the "Interviewer Documents" section and points to the "Save and Close" button.

17. The **Interview Schedule** template is displayed in **Draft** status

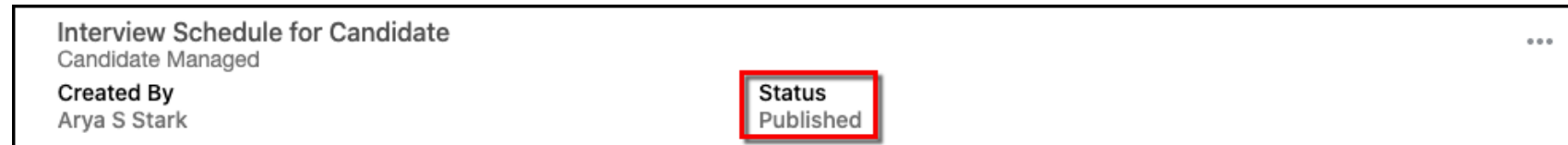


18. Click the **ellipsis (...)** for the Candidate interview

19. Click **Publish Schedule**



20. Status displays **Published**



After the interview schedule template is created, add the timeslots that are available for interviews

21. Click "Interview Schedule for Candidate"

22. Click **Add** to add available timeslots to the interview calendar

Interviews
Candidate Managed
Created By
Arya S Stark
Status
Published
Feedback

Interviews

Today 11/22/2020 - 11/28/2020 Show Filters **+ Add**

	Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					

Note: You can add any combination of interview dates and times that meet your needs

Note: If necessary, you might need to add several different calendar entries to accommodate your schedule

23. Enter the schedule details

24. Click **Save and Close**

Save and Close **Cancel**

Requisition
Psych/Psych Cs On-Call (12)

Schedule Title
Interview Schedule for Candidate

***Interview Dates**
11/23/2020 , 11/25/2020
2 days selected

***Start Time**
9:00 AM

***End Time**
11:00 AM

***Meeting Duration**
1 hour

Interviewers
Jana Baylis
Add Another Interviewer

***Number of Candidates**
1

Format
Web Conference

Phone
1 877 123-4567

Web Conference Link
www.zoom.com

Access Code
5050

Notes to Candidate
Helvetica 2

Please choose a one hour timeslot from the available openings.

Note: The interview slots have been added to the calendar

The screenshot shows a calendar interface for 'Interviews' from 11/22/2020 to 11/28/2020. The current view is for Tuesday, 11/24. The calendar grid shows slots for Monday, 11/23, and Wednesday, 11/25. On Monday, there are three interview slots at 9:00 AM, 10:00 AM, and 11:00 AM. On Wednesday, there are two interview slots at 9:00 AM and 10:00 AM. Each slot is labeled '0 out of 1 scheduled'.

25. Repeat the steps above to add more slots to the calendar

Note: Additional time slots added to the calendar

The screenshot shows the same 'Interviews' calendar interface, but now including Tuesday, 11/24, and Thursday, 11/26. On Tuesday, there are three interview slots at 9:00 AM, 10:00 AM, and 11:00 AM. On Wednesday, there are two interview slots at 9:00 AM and 10:00 AM. On Thursday, there are three interview slots at 2:00 PM, 3:00 PM, and 4:00 PM. Each slot is labeled '0 out of 1 scheduled'.

After the interview schedule template is created and interview times added to the calendar, update the applicant's phase to **"Interview & Selection"** and the state to **"Interview to be Scheduled"**

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

The screenshot shows the 'Job Requisitions' page in a web application. The left sidebar contains a menu with the following items: Job Requisitions (highlighted with a red box), Candidate Search, Campaigns, Candidate Pools, and Job Offers. The main content area is titled 'Job Requisitions' and features a search bar with the text 'psych' and a 'Show Filters' button. Below the search bar, there is a list of job requisitions. The first requisition is 'BEHAVIOR PSYCHOLOGIST SR (22)' with 'Applications: 0' and 'Prospects: 0'. The second requisition is 'Psych/Psych Cs On-Call (12)' with 'Applications: 1' (highlighted with a red box) and 'Prospects: 0'. A red arrow points from the 'Job Requisitions' menu item to the 'Applications: 1' link for the second requisition.

Job Requisition	Applications	Prospects
BEHAVIOR PSYCHOLOGIST SR (22)	0	0
Psych/Psych Cs On-Call (12)	1	0

27. Select the **checkbox** for the desired applicant, then click **Actions**

The screenshot shows the 'Job Applications' page with a search bar and filters. A table lists one applicant: Wagner Parker, Elizabeth (7382). The checkbox for this applicant is checked and highlighted with a red box. A red arrow points from the checkbox to the 'Actions' dropdown menu.

<input type="checkbox"/>	Actions	View	Status	Sort By
<input checked="" type="checkbox"/>	Wagner Parker, Elizabeth (7382) East Lansing, MI, US Prescreening score: 1 out of 1		New, To be Reviewed Status Phase 1 out of 5	Create Date - New to Old

28. Select **Move**

The screenshot shows the 'Job Applications' page with the 'Actions' dropdown menu open for the applicant Elizabeth Wagner Parker. The 'Move' option is highlighted with a red box.

<input type="checkbox"/>	Actions	View	Status	Sort By
<input checked="" type="checkbox"/>	Move Add to Requisition Add to Candidate Pool Add Interaction Delete Job Application Send Message Send Interview Invite Send Confirmation Request Confirm Job Application		7382)	

29. Set the phase to “Interview and Selection”

30. Set the state to “Interview to be Scheduled”

31. Click **Save and Close**

Note: A brief notification appears indicating the applicant has been moved

The screenshot shows the 'Candidates (1)' section of the MSS interface. Under the 'Details' heading, there are two dropdown menus: 'Phase' and 'State'. The 'Phase' dropdown is set to 'Interview and Selection' and the 'State' dropdown is set to 'Interview to be Scheduled'. A red arrow points from the 'State' dropdown to the 'Save and Close' button in the top right corner of the interface.

32. Verify the **status**

The screenshot shows the 'Job Applications' table. The table has columns for 'Candidate Name or Number', 'View', 'Status', and 'Sort By'. The 'Status' column for the application 'Wagner Parker, Elizabeth (7382)' is highlighted with a red box and contains the text 'Interview and Selection, Interview to be Scheduled'. Below the 'Status' column, it also shows 'Status Phase 3 out of 5'.

Candidate Name or Number	View	Status	Sort By
Wagner Parker, Elizabeth (7382) East Lansing, MI, US Prescreening score: 1 out of 1		Interview and Selection, Interview to be Scheduled Status Phase 3 out of 5	Create Date - New to Old

33. Select the **checkbox** for the desired applicant, then click **Actions**

The screenshot shows the 'Job Applications' interface. At the top, there is a search bar for 'Candidate Name or Number', a 'Show Filters' button, and tabs for 'Application Details' and 'Active'. Below this is a table with columns for 'View', 'Status', and 'Sort By'. The table contains one entry for 'Wagner Parker, Elizabeth (7382)' with a status of 'New, To be Reviewed' and 'Phase 1 out of 5'. A red box highlights the checked checkbox, and a red arrow points to the 'Actions' dropdown menu.

34. Select “Send Interview Invite”

This screenshot shows the same 'Job Applications' interface as the previous one, but with the 'Actions' dropdown menu open. The menu lists several options: 'Move', 'Add to Requisition', 'Add to Candidate Pool', 'Add Interaction', 'Delete Job Application', 'Send Message', 'Send Interview Invite', 'Send Confirmation Request', and 'Confirm Job Application'. The 'Send Interview Invite' option is highlighted with a red box and a mouse cursor.

35. Select “Interview Schedule for Candidate”

36. Click **Save and Close**

Note: The applicant will be notified they can schedule their own interview based on the schedule created

Note: This is the applicant’s view of their application

You can see they have the option to **schedule interview**

Invite
Call (12)

Candidates (1)

Select Interview Schedule

Interview Schedule for Candidate

Save and Close Cancel

Psych/Psych Cs On-Call (12)
MI, United States

Under Consideration

Hiring Manager
Lewis, Sylvia

Interviews
11/16/2020 2:00 PM - 3:00 PM

Organization
CMHA-CEI Division

Withdraw Application
Schedule Interview

Note: The applicant can choose the date and corresponding time for the interview slot that works best for them

End of Procedure

view Save and Close Cancel

Select Interview

Date
11/23/2020

Time (America/New_York)
9:00 AM - 10:00 AM
9:00 AM - 10:00 AM
10:00 AM - 11:00 AM

Interview Details

Interviewer Jana Baylis	Web Conference Link www.zoom.com
Phone +1 (877) 123-4567	Access Code 5050

Pre-schedule Details
Please choose an interview time from the available time slots.