

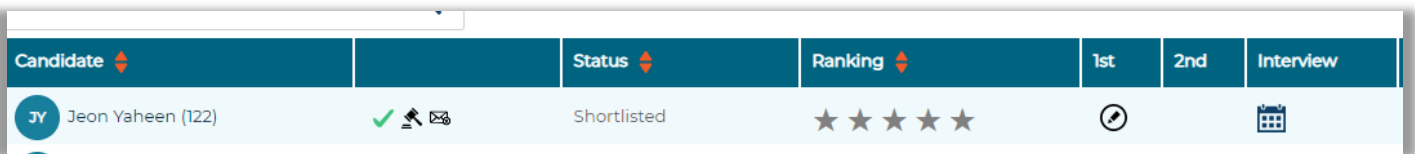
Managers Guide to Booking Interviews

Inviting Candidates to Interview

How you arrange an interview is largely up to yourself and how you prefer to work – you can either send candidates an interview date and time via email, or if you prefer, contact them first to agree a mutually convenient time and then confirm the interview time via email.

It is important that any verbally agreed interviews are confirmed via email, as this ensures we can offer reasonable adjustments and that the candidate record is complete.

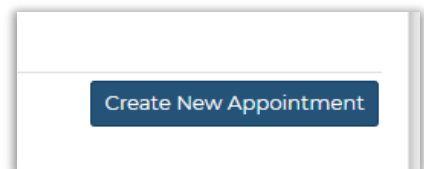
To send an interview invite / interview confirmation via Jobtrain



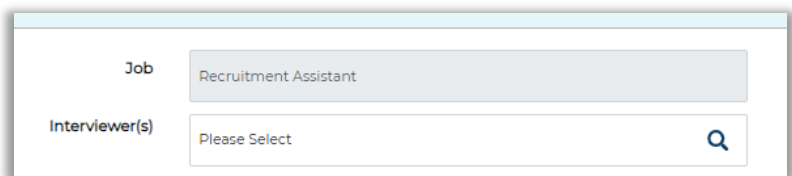
Candidate	Status	Ranking	1st	2nd	Interview
JY Jeon Yaheen (122)	Shortlisted	★★★★★			

- Select the calendar icon in the “Interview” column on the candidate record.

- Select “**Create New Appointment**” and enter the interview details on the form as required. (date and duration)



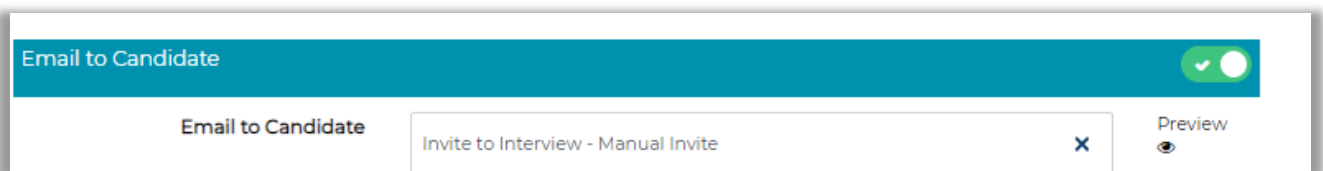
- Add the name of the “interviewer” – this will ensure they get a notification if the candidate cancels the interview.



Job: Recruitment Assistant

Interviewer(s): Please Select

- If you are interviewing with other people, you can choose to send an email to them directly.
- In the email to candidate box – type “**Invite to Interview – Manual Invite**” – remember you only need to type some of the title and Jobtrain will find it for you!



Email to Candidate: Invite to Interview - Manual Invite

- Press “**Send Invite**” to invite the candidate to interview. At this stage, you can edit the email as necessary before it goes out, including adding details of where to attend, and any other information that you think necessary at this point.
- The candidate status will now automatically update to “**Interview Booked**” and the date and time of the interview will show against their record.



Interview Booked

★★★★★

18/01/2023 10:00

Reviewing Interview Acceptance

Candidates can confirm their attendance through the email they receive inviting them to interview. They do this by simply clicking an accept/decline button.

They do have the option to suggest an alternative time and date, however it is clear on the invite that we cannot guarantee that this will be accommodated.

You will receive an alert when the candidate confirms their attendance, and the candidate status will change to either "interview booked" or "interviewed declined"

Manager send interview invite through JT to [candidate](#)

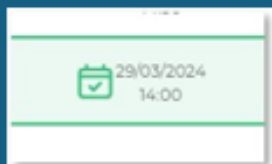
Candidate accepts interview invite.

Candidate declines interview invite.

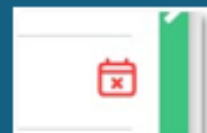
Email to all "interviewer" (as set up on interview invite page) confirming that interview has been cancelled as candidate unable to make date.

Email will include any comments added by the candidate such as alternative date/time.

~~Calendar~~ icon on candidate record will turn green with a tick.



~~Calendar~~ icon on candidate record will turn red – with cross. The interview date/time is also removed.



Candidate status will change to "Interview Accepted".

Candidate history updated to show interview accepted.

Candidate status will change to "Interview Declined".

Candidate history updated to show interview declined.

Clicking on the declined interview history entry allows you to see the candidate's reason for declining.

Alert notification to users with access to the job that interview has been accepted.

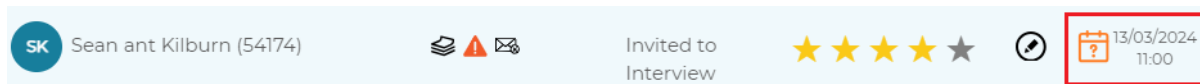
Alert notification to users with access to the job that interview has been declined.

Rescheduling or updating interviews

To reschedule or amend an interview, click on the interview icon displayed (regardless of which icon it is) to update the date, time or other information.

Changing the date and/or time and selecting **Send Invite** will effectively reset the process:

- The interview invite emails will be sent
- The candidate's application status will also automatically update to the Invite Sent status configured in System Customisation
- The calendar icon will revert to the orange unconfirmed interview icon



This is useful in circumstances when a candidate has declined because they are unable to attend an interview and a new date has been agreed. The candidate is then required to confirm the new interview date.

If a new interview is sent, the accept and decline links in the previous invite email will be invalidated.

Cancelling interviews

To cancel a candidate interview, follow these steps:

- From the candidate's record/candidate listing page, click on the interview date and time
- Select **Cancel Interview** and then press **Yes**

Once the interview is cancelled:

- A standard cancellation email is sent to both the candidate and interviewer, including any VCS cancellation files if previously selected when inviting the candidate
- The accept and decline links in the candidate's email become invalid
- The date and time is removed from the candidate list/candidate's record and the calendar icon reverts to the default colour
- An entry is added in the candidate's history confirming the interview deletion, along with the name of the user who deleted it
- The interview will be removed from the interview calendar on the homepage

