




Recruitment Centre: Interviews – Scheduled interviews

What you need to do	What you will see
<p>STEP 1: Click the Interviews bubble</p> <p>Access the Recruitment centre.</p> <p>If you have invited applicants to attend an interview, when they accept you will see a blue link next to the blue Interviews bubble.</p> <p>Click on the Interviews bubble of the blue link.</p> <p>NOTE: Requires the Events module.</p>	
<p>STEP 2: Review Scheduled interviews</p> <p>The My events page will display.</p> <p>From here you can view the date, time and venue of any events such as an interview that an applicant has been invited to.</p> <p>Click the Add to my calendar link to add the event details to your Outlook calendar.</p> <p>NOTE: The My events page will display all applicants that have been invited to attend an event such as an interview, even if they have not accepted the invitation. Check the applicants Application status through Manage applications to see if the applicant has accepted the event invitation before adding the booking to your calendar.</p>	