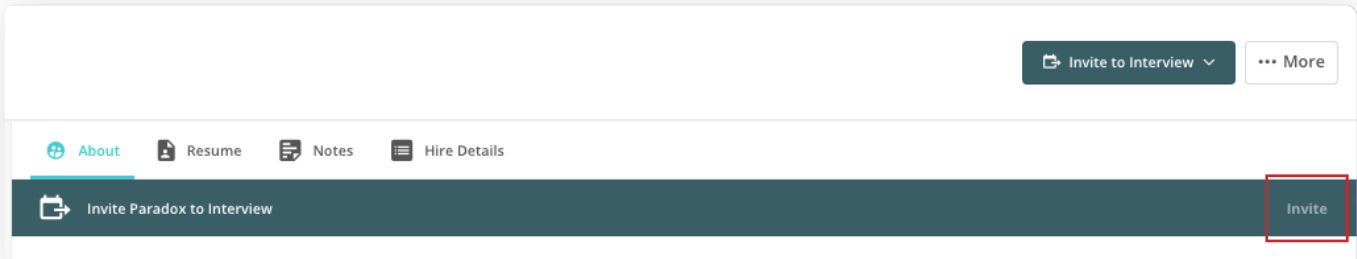


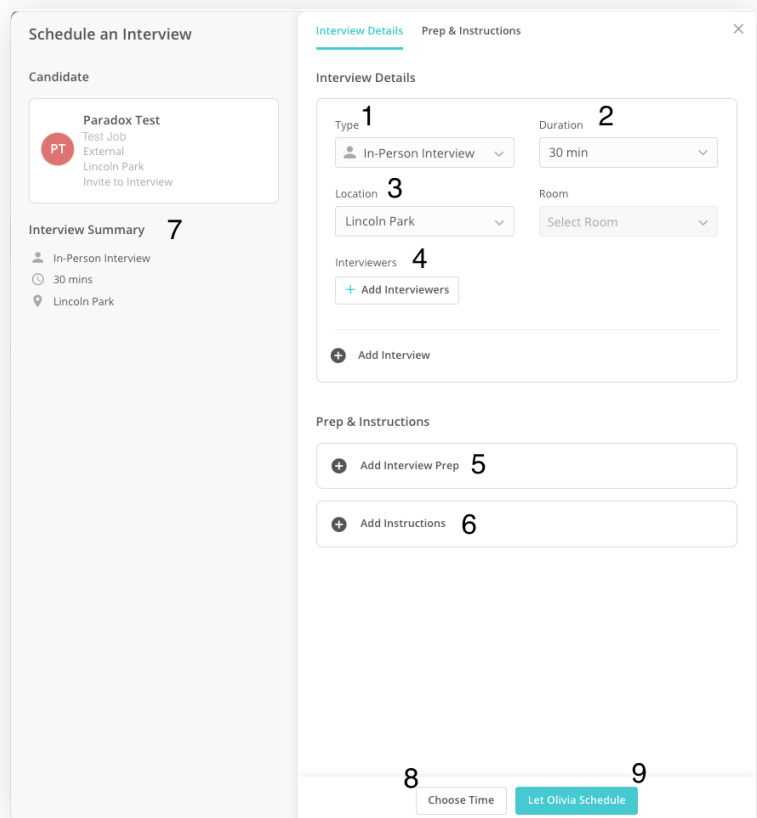
Manual Interview Scheduling

When a candidate qualifies for an interview, your assistant will move them to the Invite to Interview status and the Invite option will become available on the Candidate's profile.

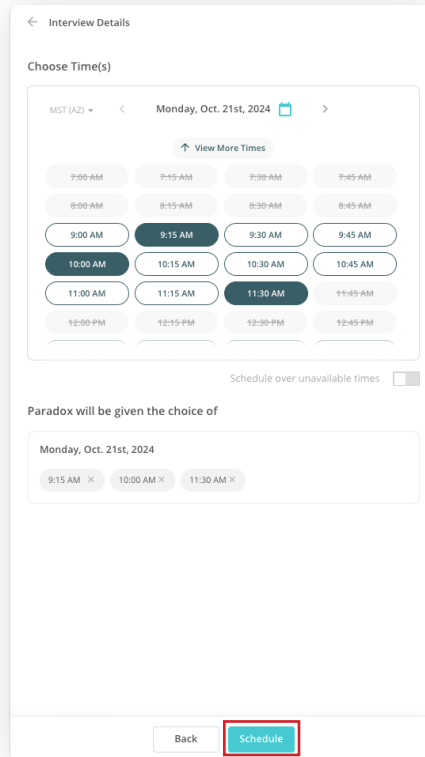


To invite a candidate to interview, click Invite to open the Interview Scheduling Drawer. This is where users will be able to set up the Interview Details listed below.

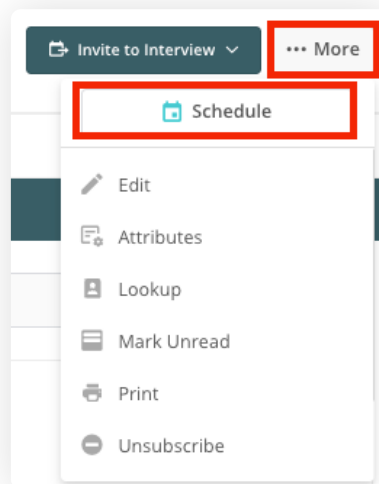
1. Interview Type: Select your preferred interview type from the dropdown.
2. Duration: Set the interview duration.
3. Location: Determine the interview location, if applicable.
4. Add Interviewers: Assign the Interview Attendee(s). Interview Attendees can be set as required or optional attendees.
5. Add Interview Prep: Assign preparation materials to the candidate or interview attendee, if applicable.
6. Add Instructions: Add any additional interview information for your assistant to send to the candidate when scheduling the interview.
7. Interview Summary: Summarizes all interview details.
8. Choose Time: Allows the user to select open interview time(s) that your assistant can present to the candidate from the interview attendee's calendar.
9. Let your assistant Schedule: Allows your assistant to search the interview attendee's calendar for open interview times to offer the candidate.



Manual Interview Scheduling



Candidates can also be manually invited to interview by selecting More > Schedule and following steps above.



Need help?

Please reach out to your Area/Region Coach for specific questions. If you need additional help, please contact your dedicated support email.