

HRIS: Selecting candidates - interview preparation



Includes system steps relating to creation of interview schedules and system management of applicants through the interview process. The topics covered are as follows:

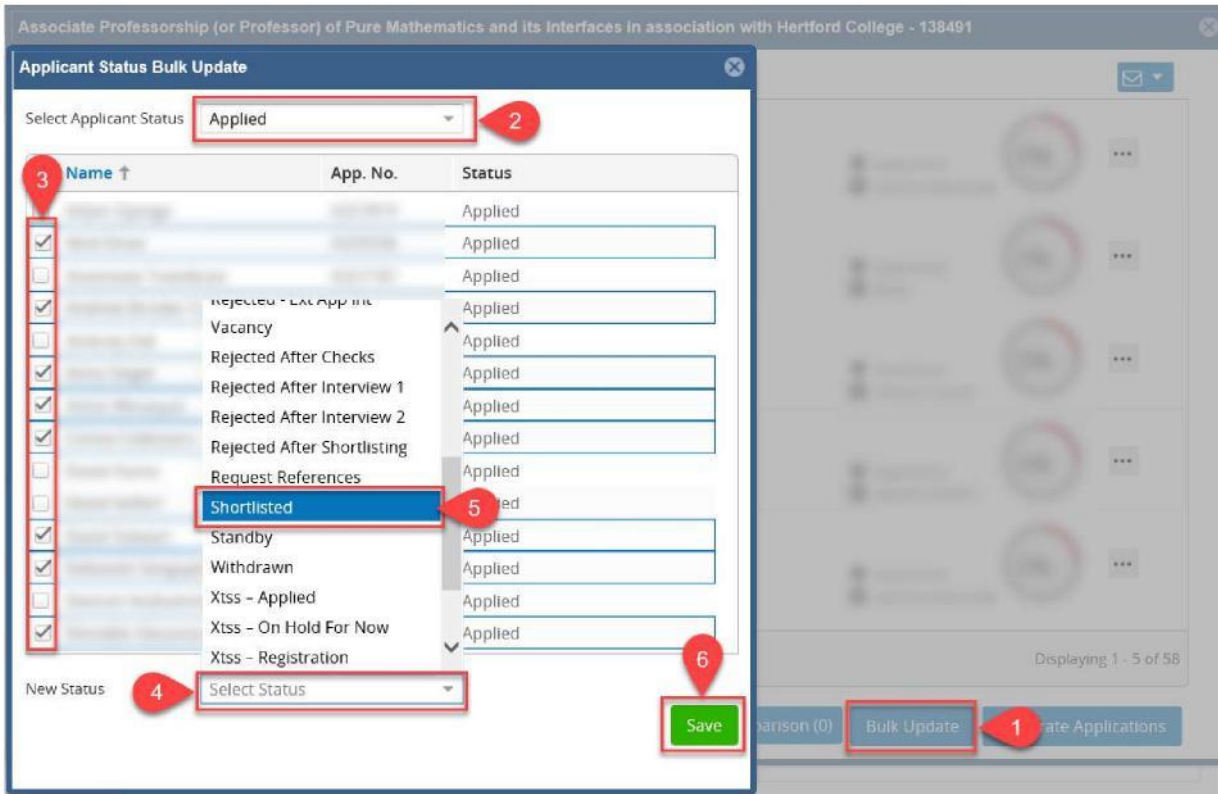
- Post shortlisting
- Create interview schedules
- Assign and change interview times
- Invitations and rejections

Post shortlisting

You should create the interview schedule and assign time slots after shortlisting has been completed.

Applicant status

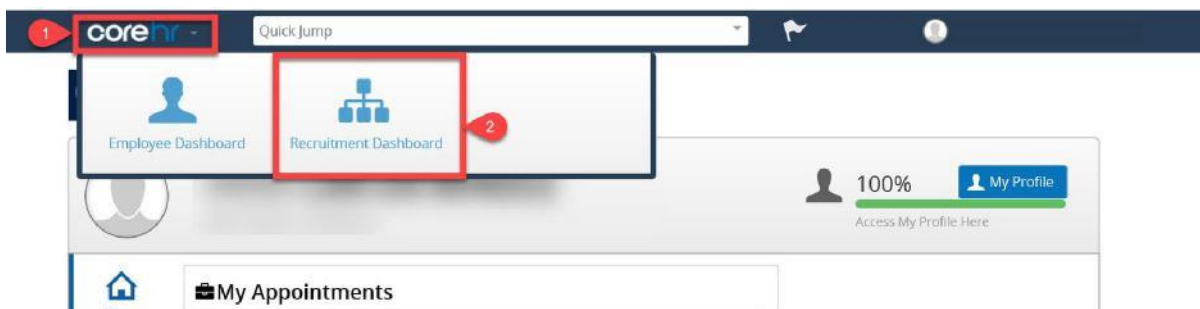
Update the shortlisted applicants' status from *Applied* to *Shortlisted* (see: Recruitment types, statuses and events). Below are the steps for **Bulk Update** in *View Applicant* screen.



NB Selection Panel: Record your selection panel. See [insert link].

Step 1 Open the Recruitment Dashboard

Navigate to *Schedules* in the *CoreHR Recruitment Dashboard*.



Step 2 Navigate to your vacancy

Click on the **Vacancies** tab and find your vacancy.

The screenshot shows the 'Vacancies' page. On the left sidebar, the 'Vacancies' tab is highlighted with a red box and a red callout '1'. The main content area has a search bar containing 'shortlisting' with a red callout '2' pointing to it. Below the search bar, there are four vacancy cards. The 'Associate' card is highlighted with a red box and a red callout '3'. The cards display the following information:

Postdoctoral	Postdoctoral	Research Programme	Associate
ID 144404	ID 143907	ID 142467	ID 138491
Status Shortlisting	Status Shortlisting	Status Shortlisting	Status Shortlisting
Start Date 04 Dec 2019	Start Date 31 Oct 2019	Start Date 14 Aug 2019	Start Date 04 Dec 2018
3	168	4	58
Actions	Actions	Actions	Actions

Step 3 Edit the vacancy

Click on **Actions** and select Edit Vacancy.

Step 4 Select Schedules

Select Schedules → Schedules sub menu → click the Add button.

The screenshot shows the 'Vacancy Details' page. The left sidebar has a menu with 'Schedules' highlighted in red and a red callout '1'. Below 'Schedules' is a sub-menu with 'Schedules' highlighted in red and a red callout '2'. The main content area shows a large empty box with 'No data to display' and a '+ Add' button in the top right corner highlighted with a red box and a red callout '3'.

Create interview schedules

Enter the relevant information.

The screenshot shows the 'View/Edit' form for creating an interview schedule. The form has tabs for 'The Schedule', 'Assign Applicants', 'Time Slots', and 'Assign Interviewers'. The 'The Schedule' tab is active. The form contains the following fields:

- Title
- Venue
- Status Cf
- Round
- Assign By
- Schedule
- Starts on
- Ends on
- Duration
- Load time of
- Further Information
- Morning
- Lunch
- Afternoon

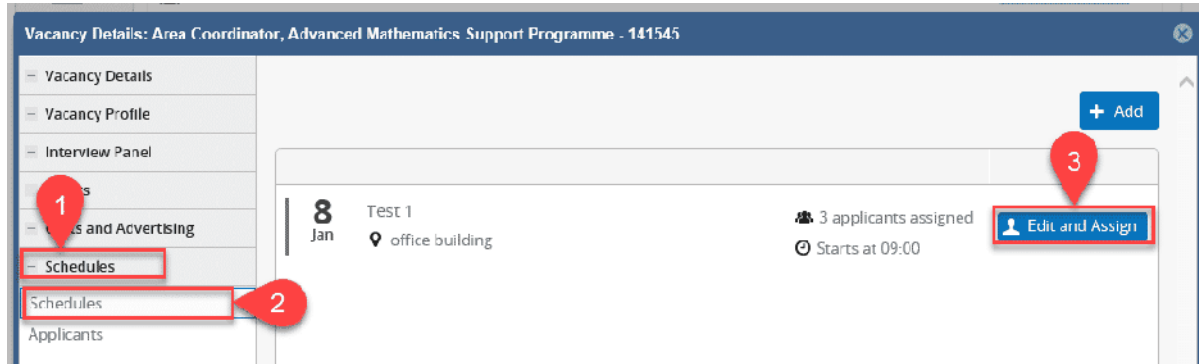
There are also 'Delete', 'Assign Applicants', and 'Save' buttons.

TIPS

- Status of: this will be automatically applied to an applicant after you assign an interview slot.
- Assign Type: Individual = separate arrival times, Group = arrive at the same time.
- Interview times: It is a 24 hour clock.
- Use the blue Options button to record the meeting time of the Board prior to the first interview.

Assign and change interview times

Interview times



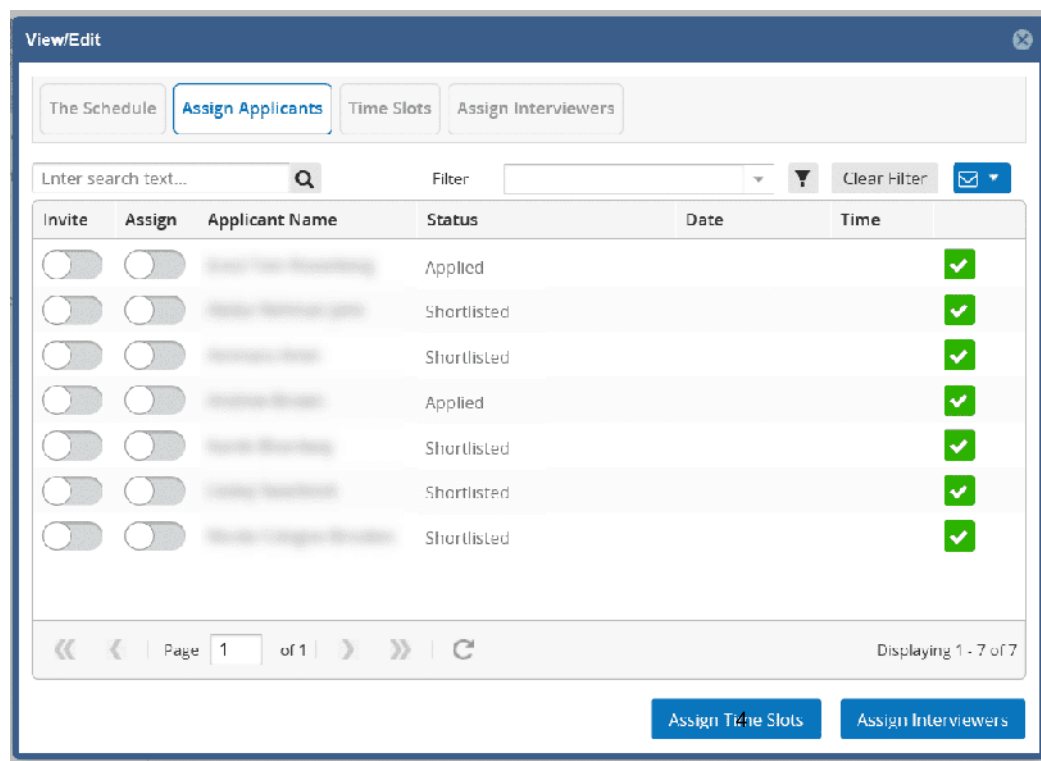
Find your vacancy and select **Edit Vacancy** from the **Actions** button.

Click on **Schedules** → **Schedules**, you will see the interview on the right. Click **Edit and Assign**.

Step 1 Assign applicants

Either select the blue **Assign Applicants** button or the **Assign Applicants** tab.

Step 2 Applicants



In this screen you can:

- assign an interview time for each applicant;
- change an applicant's interview time to another slot;
- remove applicants from the interview and therefore their time slot.

Step 3 Search and filter

Search for a specific applicant or add a filter to reduce the visible list of applicants based on their status, eg shortlisted.

NB Use the navigation arrows to view additional pages with more applicants.

Step 4 Assign an applicant for interview

Under the *Assign* column slide the toggle to the right on each applicant's row.

A *Saved Successfully* alert will appear every time you move a toggle slider, and that applicant's status will auto-update to the one selected when creating the interview, eg *Invited to Interview 1*.

Step 5 Assign interview times

Click **Assign Time Slots**

The screenshot shows a 'View/Edit' window with a navigation bar containing 'The Schedule', 'Assign Applicants' (selected), 'Time Slots', and 'Assign Interviewers'. Below the navigation bar is a search bar with 'Enter search text...' and a 'Filter' dropdown. A table lists applicants with columns for 'Invite', 'Assign', 'Applicant Name', 'Status', 'Date', and 'Time'. The 'Assign' column contains toggle switches, some of which are turned on (green). The 'Status' column shows various statuses like 'Applied' and 'Invited To Interview 1'. The 'Time' column contains green checkmarks. At the bottom of the window, there are two buttons: 'Assign Time Slots' (highlighted with a red box) and 'Assign Interviewers'. The footer shows 'Page 1 of 1' and 'Displaying 1 of 7'.

Step 6 Confirmation

A pop-up window will ask you to confirm that you are happy to auto allocate a time. **NB** By clicking **Yes** any times that have already been assigned will be re-assigned. If you have already assigned interview times for some applicants and wish to keep those times then click **No**.

Select **Yes** if you are happy to auto assign. If this is your first time assigning times for this interview then select **Yes**.

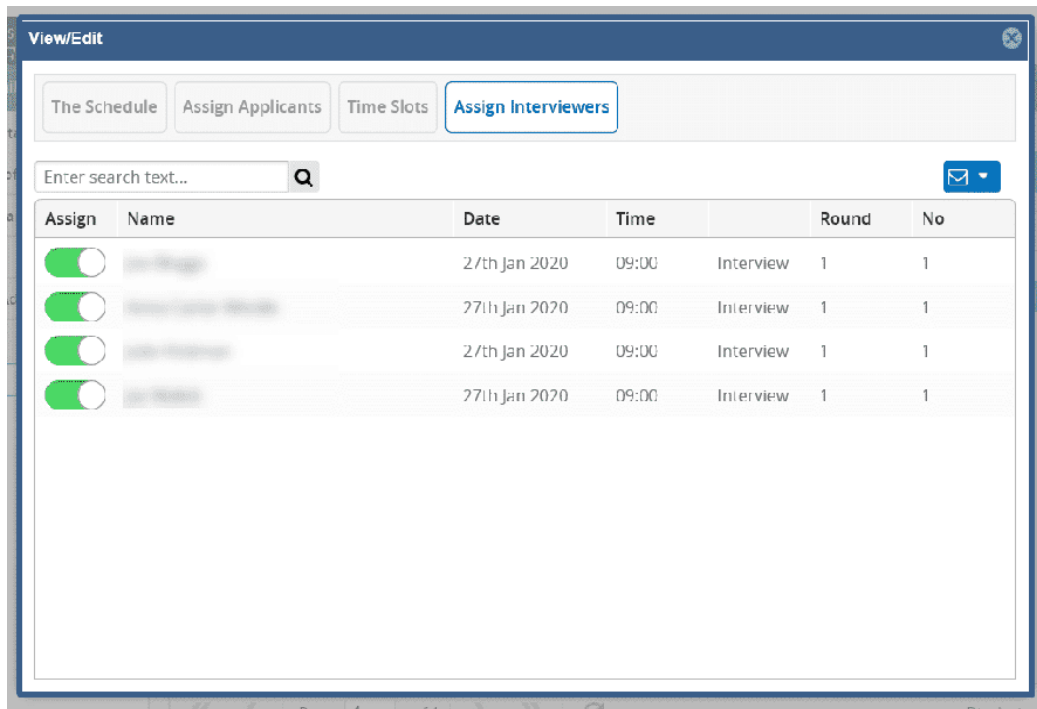
Step 7 Times assigned

Selecting **Yes** automatically assigns the interview date and a time slot for the applicants set to assign.

Step 8 Interviewers

Assign the time period for the interviews to the interviewers. Click **Assign Interviewers** or on the **Assign Interviewers** tab.

Step 9 Assign interviewers



Use the toggle slider to assign a panel member for the interview period.

A *Saved Successfully* alert will appear every time you move a toggle slider, and that panel member's details will auto update to show the interview date, start time, interview title, interview round and schedule number.

To remove a panel member move their toggle slider left.

Time slots

The *Time Slots* tab allows you to see the available and assigned times for interviews.

Changing an interview time

Go to the *Schedule* → **Edit and Assign** button

1. Click on **Time Slots** to see what other interview times are available.
2. Select **Assign Applicants** and find the applicant whose time you wish to change. In their row click on the **time** and a drop down box will appear. Select the **new time**.
3. When you exit the screen the new time will automatically save, and you will see a *Saved Successfully* alert.

Manually assigning interview times

You can manually assign applicants' interview times on the Assign Applicants tab. Use the toggle slider to assign an interview time. Click on the **date field** for their row and select the **interview date**.

Select their time from the drop down list. Click on the **time field** in their row for the options to come up, and select a **suitable time** from the list (this cannot be typed in).

Removing applicants from a scheduled interview

1. Navigate to the *schedule* and select the **Edit and Assign** button.
2. Click on the **Assign Applicants** tab.
3. Locate the applicant who has withdrawn.
4. Slide their toggle slider to the left to un-assign. This will auto-save and release their interview time to be used by another applicant.
5. Their applicant status will revert to what it was before you assigned their interview time, eg from *Invited to Interview 1* back to *Shortlisted*.

Invitations and rejections

Invite to interview

You can generate letters or emails in CoreHR to invite your applicants to their interview. Certain information will populate in your correspondence such as the interview time, location etc.

Send rejections

You also need to correspond with your applicants who have been rejected at this stage. This could also be a letter or an email. Emails that have been sent can be seen in CoreHR Recruitment Dashboard at applicant level.

Vacancy events update

There are certain key tasks that have been completed. You should update these statuses as completed in Vacancy Events to help you and your colleagues track the progress and activity of your recruitment campaign. This also impacts on the University's reporting of recruitment statistics. Please refer to the [Recruitment Types, Statuses and Events](#) guide.

Applicant status update

To aid Athena SWAN reporting and to help track the progress of your applicants it is important to make sure that each applicants' status correctly reflects the stage they are at, eg *Rejected after Shortlisting* or *Invited to Interview 1*.

Vacancy status update

Similar to updating the Vacancy Events, it is important to keep the Vacancy Status up to date and accurate to aid with reporting and tracking.