Creating and Inviting Applicants to an Interview Event

The PageUp recruitment system can be used to invite and track applicants throughout the interview process. This should be particularly helpful when using search committees. The steps to creating and managing an interview event include the following:

1. Creating a New Event
2. Inviting applicants to an interview event
3. Tracking and managing interview events
4. Adding Events to a calendar
5. Additional Tips

Step 1: Creating a New Event

- Select New Event from the sidebar.
- Enter in the **details of the event.**

- In the title field enter in the classification title, requisition number, and the date. (For example, Program Assistant- Requisition #490000- April 2014.)
- Select Interview from the Event type dropdown.
- Use the search binoculars to find the venue (location of the interview). See below for instructions on adding a new venue if it is not included.
- Use the search binoculars to find the requisition that this event is associated with.
- The owner will automatically populate with your name.
- Enter a Contact name.
- Enter Public Instructions, if applicable. For example, the room number or parking instructions.

- If you are unable to find the appropriate venue in the search menu, select add new venue.
- Another box will appear where you can enter in the details of the new venue locations.
- To setup the available timeslots, select “add” next to add bulk timeslots or you can add a single timeslot in the fields provided below.

- Building interview timeslots:

- Use the calendar tool to select the date range for the interviews by choosing a “from” and “to” date.
- Select the **days** that you would like to schedule interviews.

```
- Monday  - Tuesday  - Wednesday  - Thursday
- Friday   - Saturday  - Sunday
```

- Enter in the **times of day** you would like to schedule interviews.

```
<table>
<thead>
<tr>
<th>Start time:</th>
<th>End time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
```

- Click **“add”** at the bottom of the timeslots window.

- Setup **reminder emails**, if needed.

```
Remind applicants: 1  Weeks before the event?:
Yes  No
```
Step 2: Inviting applicants to an interview event

- From the Manage Applications Screen, select all of the applicants that you would like to schedule for an interview by checking the first (green) box in the row adjacent to their name.

- At the top of the screen select, “Bulk move” from the dropdown.

- From the dropdown list on the Bulk move screen select “Interview Invite.”
- Click the **next** button to move forward.

- Add in the correct event by using the search **binoculars**.
- Search for the event, select it, and then click “ok.”

- Review and edit the email communication.

- When you are ready to send the interview invitation, select the “move now” button.
• Example of the **email** that the applicant will receive.

![Example email](image)

**Dear Heather Test,**

Congratulations, I am pleased to advise that you have been selected for an interview for the position of Office Associate II-Test Position at the University of Alabama.

Please click [here](#) to select your preferred interview time.

Please contact us if you have any issues or concerns.

We look forward to meeting you.

Roll Tide,

Heather Hubbard

The University of Alabama

• Example of what the applicant sees when they log into the **applicant portal.**

![Applicant portal](image)

**Welcome Heather Test**

You have been requested to attend an interview for your Office Associate II-Test Position application. Schedule an appointment
- From the applicant portal, the applicant can then select the date and time (from the event options) that they would like to schedule an interview.

- The applicant also has a link that will add the interview as an event in their **Outlook calendar**.
- The interview details are stored in the applicant portal and accessible for the applicant to view at any time.

### Step 3: Tracking and managing interview events

- Once the interviews are scheduled, they can be tracked through the Manage events screen. (The link is located on the sidebar underneath the Events section.)

- From the Manage events screen, you can view all upcoming interviews that have been accepted and add the interview as an appointment on your Outlook calendar.

### Step 4: Adding Events to a Calendar

- Click on the Calendar icon, to add the interview to your Outlook Calendar.

Interview timeslots that have been accepted are indicated by the number next to “Booked.” The interview example below has one applicant that scheduled for that interview timeslot.

Timeslots with a “0” are still available.
Additional Tips

The system event scheduling can also be used for phone or Skype interviews. Be sure to include the details of the phone call or Skype session in the instructions to the interviewee and label the event with phone or Skype.