

Now that you have your final shortlist, you will need to use the e-Recruitment System to invite candidates to attend interview.

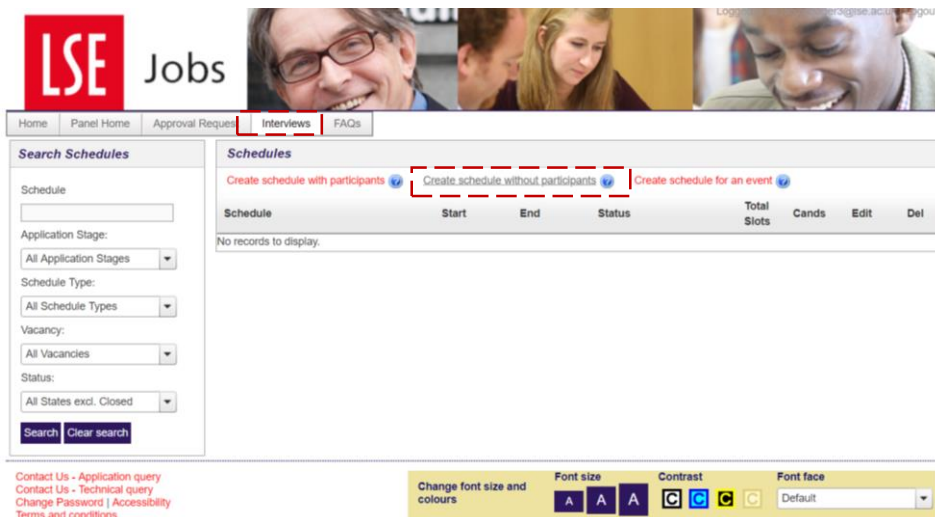
This guide has been created to help you navigate the e-Recruitment System when **inviting candidates to attend interview**.



Getting Started:

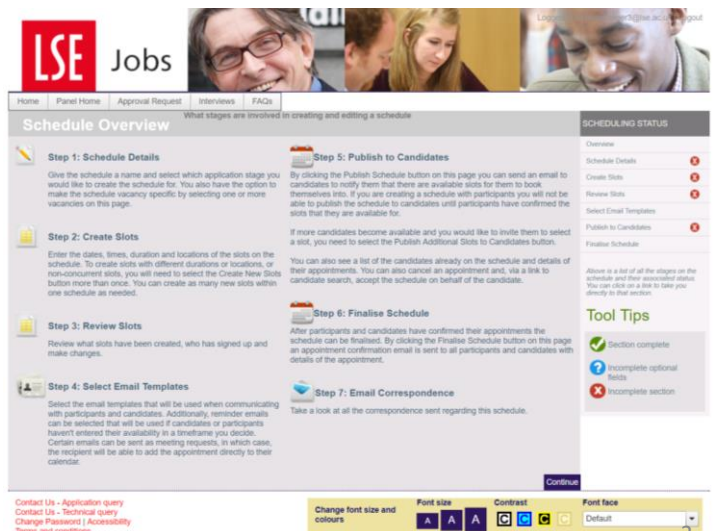
Step 1. To begin you must ensure that all candidates you wish to invite to interview, have been moved to the **Invite to Interview** stage on the e-Recruitment System.

Step 2. On the top menu, select **Interviews** followed by **create schedule without participants**.



Step 3. You will then be shown the following screen.

Click **continue** or read for an overview of the process.



Step 4. The **Schedule Details** screen will appear and you will need to complete each box as below, noting the following:

1. Your **Schedule Name** should match the job title.
2. The **Description** should be the same as the Schedule Name.
3. You should always select **PS - Invite to Interview** when completing the **Add Vacancy(s)** box.

Step 5. Add Vacancy: to do this you will need to

1. Click **Add Vacancy** following which, you should type the name of the post as it was advertised when it was first put into the system and select the search icon.
2. Select your vacancy and click **OK**

Note: If the incorrect 'application stage' is selected, it will show '0 candidates'.

Step 6. You now need to create your interview slots. The two red boxes below are those you should use to create your slots and interview schedule.

Prior to undertaking these steps, you should have your schedule time and dates already in mind.

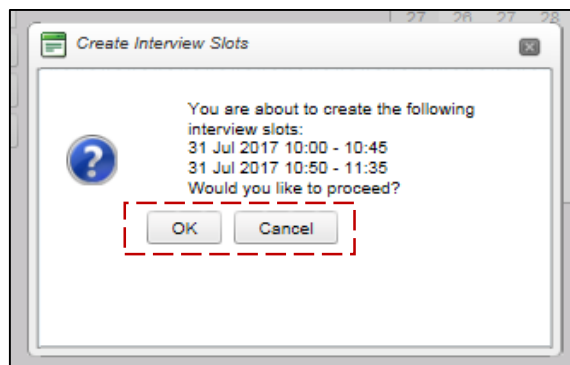
You can opt to create each slot one by one, or create all slots at once.

Click on 'Show all locations' to select the interview location.

Once you have selected your slots, you should click **Add Interview Slots**.

Step 7. Once you have clicked **Add Interview Slots** as shown in step 6, the below window will appear. If you are happy with your slots, select **OK**. Should you wish to change your slots, select **Cancel** and you will be able to continue to edit until your slots reflect the timetable required.

Note: For tests or presentations, you can either include a note in the interview invite notification or create overlapping slots.



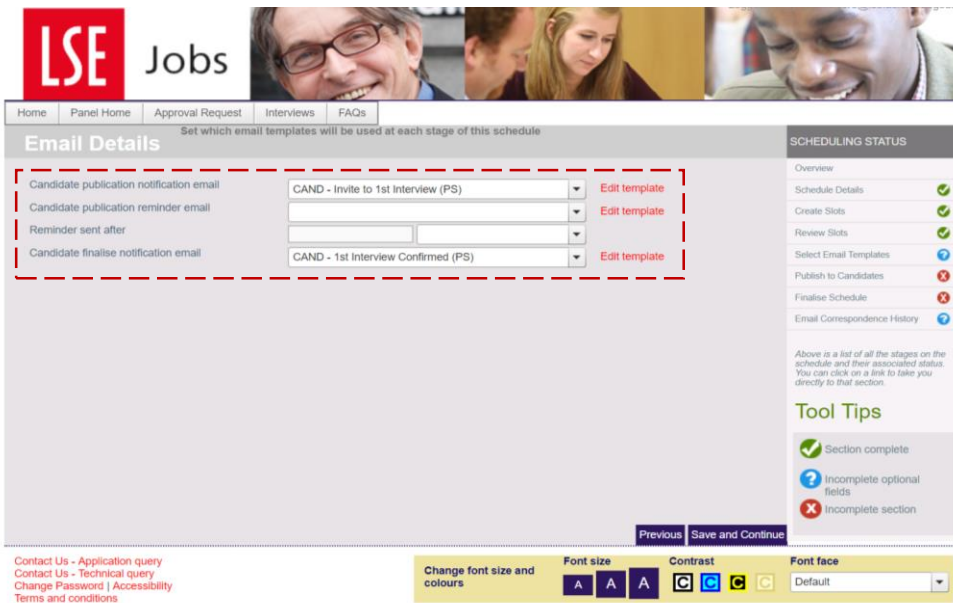
Step 8. Your **Interview Schedule** has now been created. Click **Next** to proceed.

The **Review Slots** screen will appear. Here you can view and delete any slots as required.

If you are interviewing over more than one day, you can add another date. To do this, follow **Step 6** again.

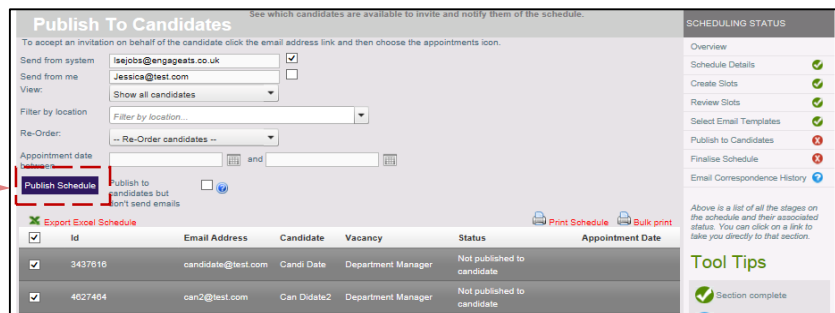
With your Interview Schedule(s) created, you can now invite your shortlisted candidates to book into a slot.

Step 9. From the **Review Slots** screen, click **Next** to be taken to the **Email Details** screen. Select the templates you wish to use. **You should always select Edit Template to ensure that the candidate is provided with the correct information pertaining to the interview as such details will not be automatically populated.**



Step 10. Select the names of the candidates you wish to invite to interview, and click **Publish Schedule**.

Click **Export Excel Schedule** to review the final interview schedule, when ready.



A pop up screen will appear. If you are happy to proceed, select **OK**.

Your shortlisted candidates have now been invited to interview and will have received the invitation asking them to log in to the e-Recruitment System and choose their interview slot.

As Professional Services Staff recruitment is anonymised, candidate details will *only* be revealed once the candidate has booked their slot.