



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 **PS-Invite to Interview** stage on the e-Recruitment System.

Step 2. On the dashboard, Click on the **+** next to the vacancy you want to send interviews for.

| Number of Applications by Vacancy | | | | | | |
|------------------------------------|-------------|-----------|--------------|-----|---------|--|
| Vacancy Name | Live status | Status | Closing date | New | Overall | |
| + HR Manager (TEST ONLY) GR | Live | Interview | Ongoing | 2 | 2 | |
| + TEST SYSTEMS | Live | Offer | Ongoing | 3 | 3 | |

Then click on the stage **PS – Invite to interview**.

| Vacancy Name | Live status | Status | Closing date | New | Overall |
|------------------------------------|-------------|-----------|--------------|-----|---------|
| - HR Manager (TEST ONLY) GR | Live | Interview | Ongoing | 2 | 2 |

| Stages | New | Overall |
|---------------------------------|-----|---------|
| PS - Invite to interview | 2 | 2 |

Step 3. You will then be shown the following screen. Click **Select All** to invite all candidates for interview. Then click on **Bulk Schedule**.

Currently using Client Default Search Form. [Click here to Change](#) Search sorted by: First name ascending

Page: 1 of 1 Go Page size: 2 Change

| Candidate | Details | Process | Select |
|------------------------|--|--|-------------------------------------|
| Candidate ID: 11114871 | Vacancy Name: HR Manager (TEST ONLY) GR Application Stage: PS - Invite to interview Registered on: 11/09/2023 Channel: Internal Candidate ID: 11114871 Vacancy ID: 5079 | view View Process Appts Docs Print | <input checked="" type="checkbox"/> |
| Candidate ID: 11088326 | Vacancy Name: HR Manager (TEST ONLY) GR Application Stage: PS - Invite to interview Registered on: 18/10/2023 Channel: External Candidate ID: 11088326 Vacancy ID: 5079 | view View Process Appts Docs Print | <input checked="" type="checkbox"/> |

Page: 1 of 1 Go Page size: 2 Change Item 1 to 2 of 2

Step 4. The **Schedule Details** screen will appear and will be prepopulated with the correct information. Once you have double checked the information is correct, click on **Continue**.

Schedule Details

Set the schedule name and the criteria that will be used to select candidates

Schedule Name:

Description:

Application stage:

Add Vacancy(s):

This schedule is Schedule Type: With participants Without participants Event

Candidates at application stage: [2 candidates](#)

Candidates that were selected from the search page: [2 candidates](#)

Candidates that were not selected from the search page: [0 candidates](#) Tick to include these candidates in schedule

Continue

Scheduling Status

Schedule Details ❌

Create Slots ❌

Review Slots ❌

Select Email Templates

Publish to Candidates ❌

Above is a list of all the stages on the schedule and their associated status. You can click on a link to take you directly to that section.

Tool Tips

- Section complete
- Incomplete optional fields
- Incomplete section

Step 5. 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**.

Create New Slots

Create interview slots on multiple days at a time, specify dates and times and durations.

Select the dates that you would like to create interview slots for. You can create slots on multiple days at a time. Then select the start and end times of the interview slots occurring on each day. Select how many slots will occur in that time range and how long each slot will be. Specify if any gaps will occur between the interview slots, as well as the location of the interviews.

From: To:

Total number of Slots required:

Slot duration:

Time between slots:

Location:

Add Interview Slots

Previous **Next**

Scheduling Status

Schedule Details ✅

Create Slots ❌

Review Slots ❌

Select Email Templates ✅

Publish to Candidates ❌

Above is a list of all the stages on the schedule and their associated status. You can click on a link to take you directly to that section.

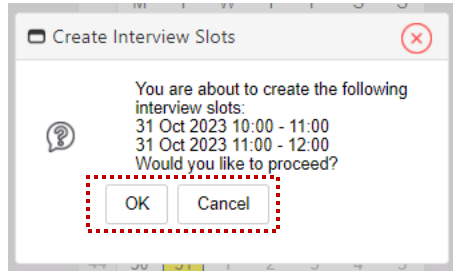
Tool Tips

- Section complete
- Incomplete optional fields
- Incomplete section

| October 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S |
| 39 | 25 | 26 | 27 | 28 | 29 | 30 |
| 40 | 2 | 3 | 4 | 5 | 6 | 7 |
| 41 | 9 | 10 | 11 | 12 | 13 | 14 |
| 42 | 16 | 17 | 18 | 19 | 20 | 21 |
| 43 | 23 | 24 | 25 | 26 | 27 | 28 |
| 44 | 30 | 31 | 1 | 2 | 3 | 4 |

Step 6. Once you have clicked **Add Interview Slots** as shown in step 5, 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 7. 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.

| Bulk Remove Slots | | | | |
|--------------------------|---------------------------|-----------|------|--------|
| <input type="checkbox"/> | Slot | Status | View | Remove |
| <input type="checkbox"/> | 31 Oct 2023 11:00 - 12:00 | Available | | |
| <input type="checkbox"/> | 31 Oct 2023 10:00 - 11:00 | Available | | |

If you are interviewing over more than one day, you can add another date. To do this, follow **Step 5** again.

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

Step 8. From the **Review Slots** screen, click **Next** to be taken to the **Email Templates** 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.**

Email Details Set which email templates will be used at each stage of this schedule

| | | |
|--|-----------------------------------|-------------------------------|
| Candidate publication notification email | CAND - PS - Invite to 1st Intervi | Edit Template |
| Candidate publication reminder email | SCHEDULE - Anonymised Cani | Edit Template |
| Reminder sent after | | |
| Candidate finalise notification email | CAND - PS - 1st Interview Confir | Edit Template |

Scheduling Status

- Schedule Details ✔
- Create Slots ✔
- Review Slots ✔
- Select Email Templates** ✔
- Publish to Candidates ✘
- Email Correspondence History ✔

Above is a list of all the stages on the schedule and their associated status. You can click on a link to take you directly to that section.

Tool Tips

- ✔ Section complete
- ✔ Incomplete optional fields
- ✘ Incomplete section

Step 09. Select the names of the candidates you wish to invite to interview, and click **Publish Slots**.

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

Publish To Candidates See which candidates are available to invite and notify them of the schedule.

To accept an invitation on behalf of the candidate click the email address link and then choose the appointments icon.

Send from system: hr.jobs@lse.ac.uk

Send from me:

View: Show all candidates

Filter by location: Filter by location...

Re-Order: -- Re-Order candidates --

Appointment date between: [] and []

Publish Slots Publish slots but don't send emails

Export Excel Schedule Print Schedule Bulk print

| <input checked="" type="checkbox"/> | Id | Email Address | Candidate | Vacancy | Status | Appointment Date |
|-------------------------------------|----------|---------------|---------------------------|---------|----------------------------|------------------|
| <input checked="" type="checkbox"/> | 11114871 | | HR Manager (TEST ONLY) GR | | Not published to candidate | |
| <input checked="" type="checkbox"/> | 11089326 | | HR Manager (TEST ONLY) GR | | Not published to candidate | |

Previous Next

Scheduling Status

Schedule Details

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- Incomplete optional fields
- Incomplete section

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.

To check the slots candidates have picked, click on **Publish to Candidates**. The date and time, candidates' names and email addresses will be displayed.