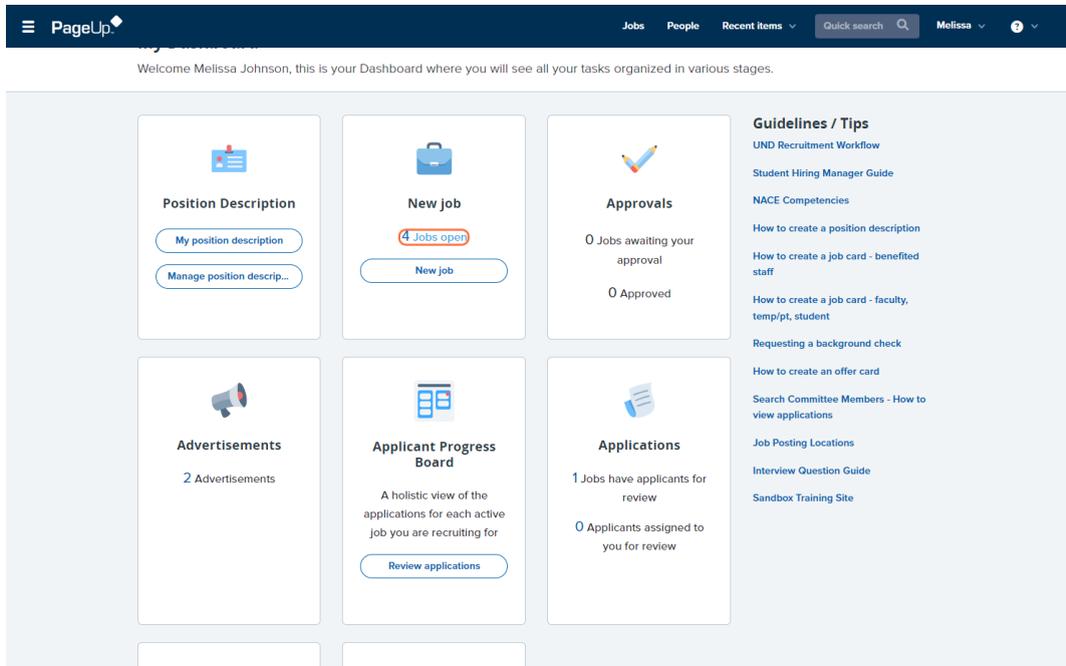


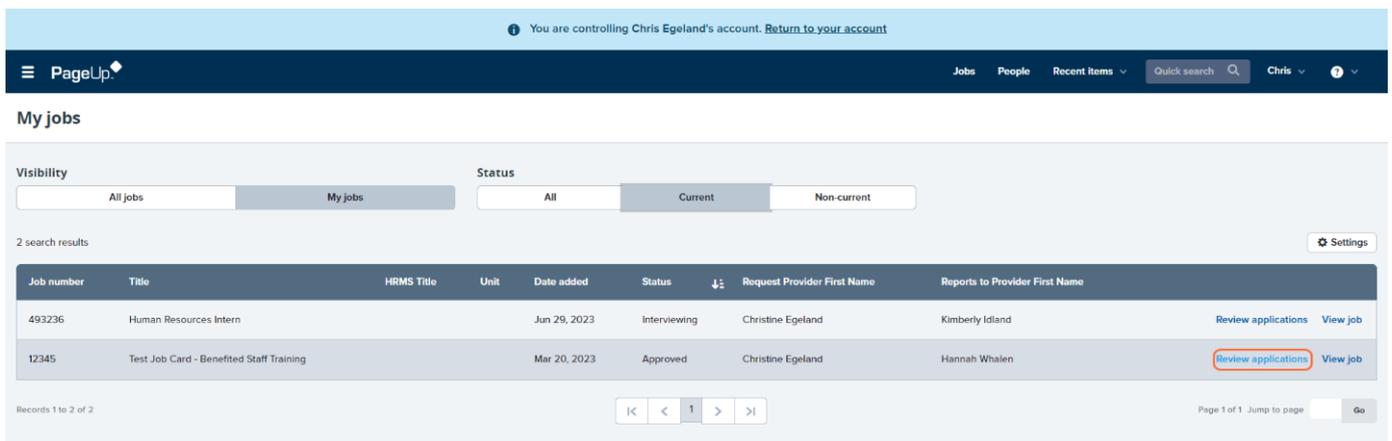
Scheduling Interviews through Cronofy

Scheduling interviews will be the responsibility of the hiring manager unless otherwise specified by the department.

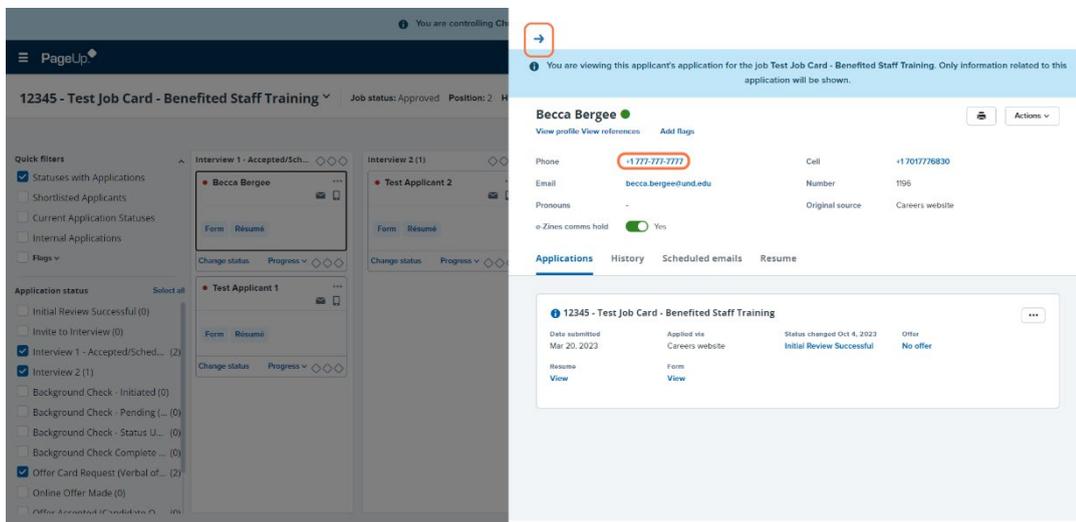
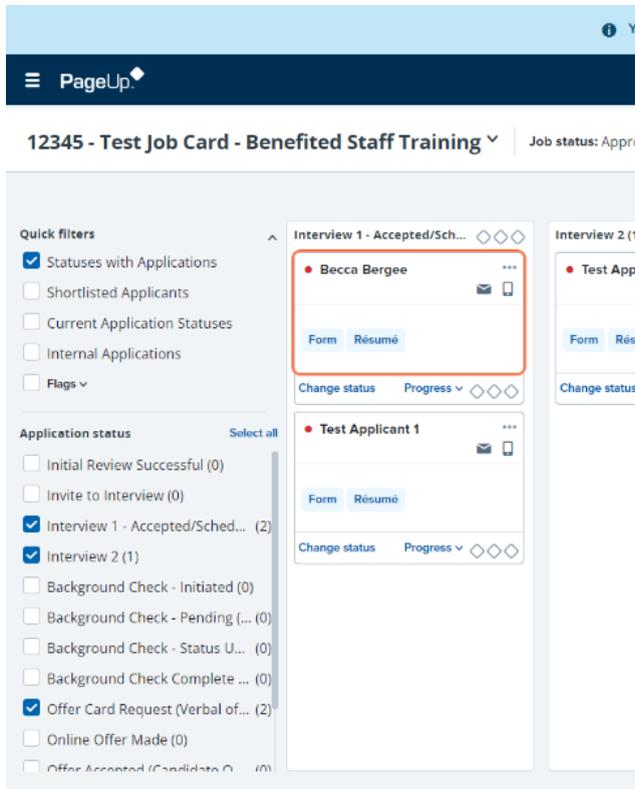
1. Select your open jobs.



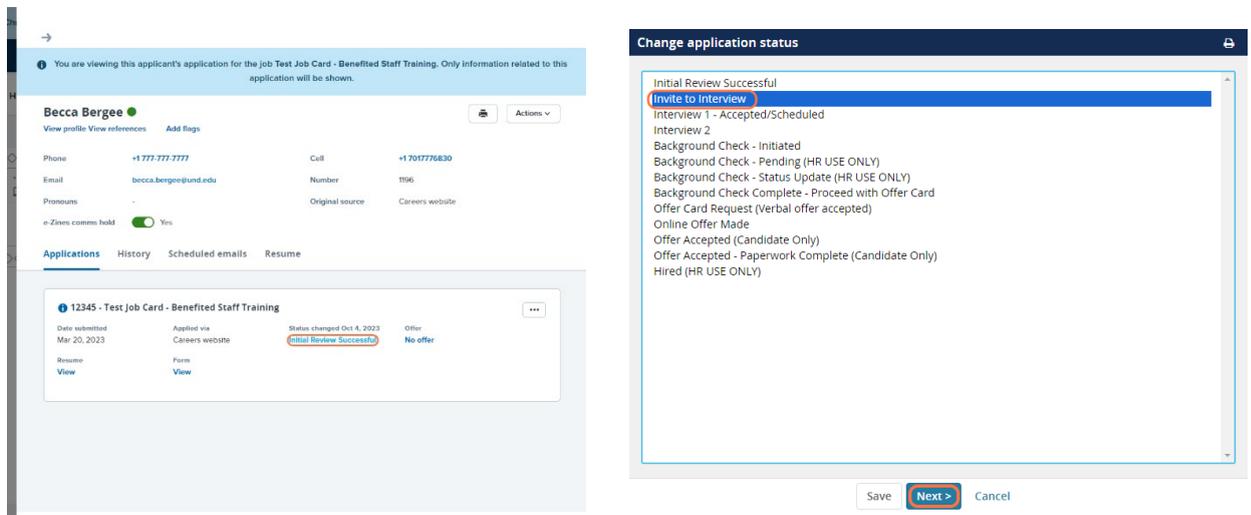
2. Navigate to the job you will be scheduling interviews for, click 'Review applications'.



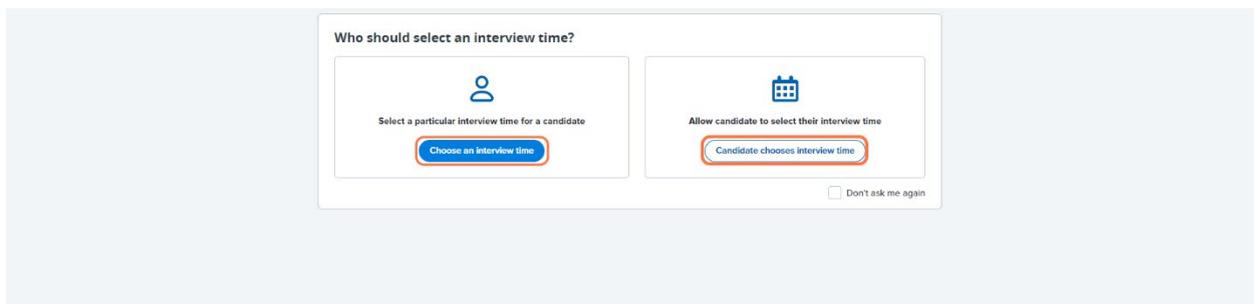
- Open the applicant card for the first candidate that will need an interview scheduled. If you will be calling the candidate to schedule their interview, make note of their phone number.



4. Update the candidate's status to 'Invite to Interview'. Click 'Next'.



5. You will now have 2 options, to choose an interview time on your candidate's behalf, or to allow your candidate to select their interview time based on parameters you set up.

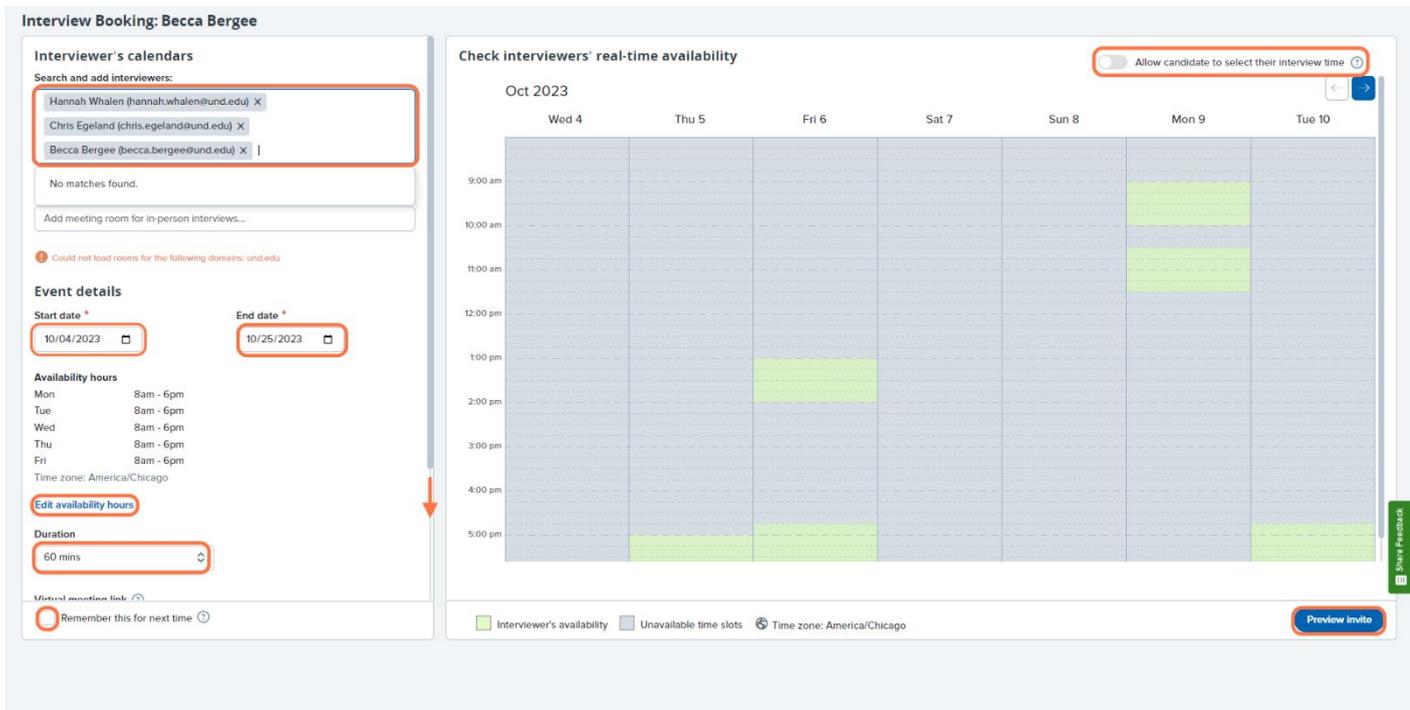


6. Both selections will bring you to a screen that looks like the below screenshot. Within this screen you will need to do the following:

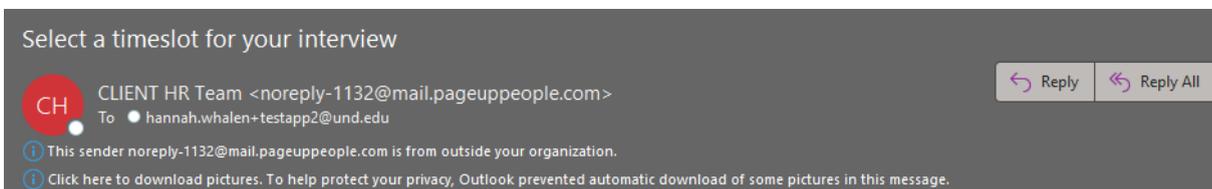
- a. Select all interviewers. Each time you add an interviewer their current outlook calendar availability will populate in the screen to the right. Available times for all interviewers will appear green. Unavailable times will be gray.
- b. Select start & end dates of when you would like the interviews scheduled between.
- c. Create availability hours by selecting 'edit availability hours'
- d. Select the duration of the interview.
- e. If this will be a virtual interview, select 'Integrated' which will default to a Teams meeting. If it will not be virtual, select 'None' and add a location.
- f. Select 'Remember this for next time' if you would like these settings to be saved.
- g. If you would like your interviewee to select their interview time, make sure 'Allow candidate to select

interview time' is toggled on.

- h. Once all parameters are set, click 'Preview Invite'



- If you are selecting the interview time for your candidate, it is best practice to contact the candidate by phone to confirm the time that will work best for them based on theirs and the interviewer's availability. Select that time on the above screen and then click 'preview invite' which will be a confirmation email that will be sent to the candidate and interviewers. A calendar appointment will be added to your interviewers' calendars when the confirmation email is sent.
- If you are allowing the candidate(s) to select their interview time an email invite will be sent to them which will appear like the below screenshot. The candidate will then click the link and select a time that works for them. Once they have selected a time, a calendar appointment will be sent to the interviewers and the candidate will receive a confirmation email.



Dear Test,

You have been invited to an interview for the job: Test Job Card - Benefited Staff Training.

Please click the link below to pick a time slot for your interview: <https://app.cronofy.com/add to calendar/scheduling/XWSmWd4YvheI7fywvfqqxf6T>

Kind Regards,

UND Recruitment Team