

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.

Welcome Melissa Johnson, this is your Dashi		
	board where you will see all your tasks organized in var	ious stages.
Position Description My position description Manage position descrip	New job 4 Jobs open New job New job O Jobs awaiting your approval O Approved	Guidelines / Tips UND Recruitment Workflow Student Hiring Manager Guide NACE Competencies How to create a poblic and escription How to create a job card - benefited staff How to create a job card - faculty, temp/pl, student
Advertisements 2 Advertisements 2 Advertisements	Policant Progress Board Nolistic view of the leations for each active you are recruiting for Review applications	How to create an offer card Search Committee Members - How to View applications Job Posting Locations Interview Question Guide Sandbox Training Site

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

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2 search results														Settings
Job number	Title		HRMS Title	Unit	Date added	Status ↓:	Reque	st Provider First Name	Reports	to Provider F	irst Name			
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12345	Test Job Card - Benefit	ed Staff Training			Mar 20, 2023	Approved	Christi	ine Egeland	Hannah	Whalen		Ren	iew applications	View job
Records 1 to 2 of 2						K < 1 >	к					Page 1 c	f1 Jump to page	Go



3. 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.

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

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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.

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Select a particular interview time for a candidate	Allow candidate to select their interview time
Choose an interview time	Candidate chooses interview time
	Don't ask n

- 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'



- 7. 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.
- 8. 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.

Select a timeslot for your interview		
CLIENT HR Team <noreply-1132@mail.pageuppeople.com> To hannah.whalen+testapp2@und.edu () This sender noreply-1132@mail.pageuppeople.com is from outside your organization.</noreply-1132@mail.pageuppeople.com>	← Reply	≪ Reply All
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/XWSmV	Vd4Yvhei7yfy	wfqqxf6T
Kind Regards,		
UND Recruitment Team		