

Interview Scheduler

CREATING AND MANAGING INTERVIEW SLOTS

Introduction

Once shortlisting has taken place for a vacancy, you will be made aware of which candidates need to be invited to an interview.

Through TalentLink, you are able to email candidates to invite them to an interview and using **Interview Scheduler**, you can specify time slots for candidates to choose from and asked candidates to book themselves into an interview slot.

Within this guide, we have outlined;

	Page
1. Setting up interview slots	3-6
2. Editing/deleting interview slots	7-9
3. Inviting candidates to interview	10-15
4. Inviting a candidate to an individual slot	16-18
5. Booking an interview slot	19-23
5. Managing Interview Scheduler	24-31

Throughout the guide, you will see the following icons which indicate the WMJobs Team's recommendations which will help you with all your [title] queries.



Top tips



Important Information



Best Practice

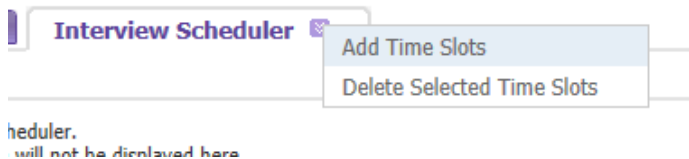
1. Setting up interview slots

Before inviting candidates, you will need to set up the relevant interview slots for candidates to choose from using 'Interview Scheduler'.

Navigate to your vacancy, and along the top, choose the 'Interview Scheduler' tab;

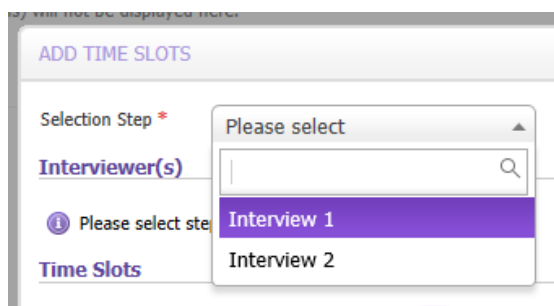


Next to 'Interview Scheduler', click the chevron icon and select 'Add time slots';



A box will appear on your screen which you will need to work your way through.

Firstly, you will need to stipulate which selection process step you are defining your interview slots for;



It's important that your next selection step matches the option you select here in order for this functionality to be available when processing your candidates

Select the selection step you wish to create the slots against.

Next, you need to indicate who the Lead Interviewer is;

The image shows the 'Interviewer(s)' section of the form. It has two radio buttons: 'Talentlink User' (selected) and 'External User'. Below the 'Talentlink User' option is a search field with a magnifying glass icon and a link to 'Advanced Search'. Below the 'External User' option is a search field with a magnifying glass icon and a link to 'Advanced Search'. There are also sections for 'Interviewers Team' and 'External Interviewers Team' with 'Add' buttons.

You can select a TalentLink User as Lead Interviewer by entering the name into the TalentLink user field or selecting 'Advanced Search'. You can choose 'External User' and enter the email address of the Lead Interviewer.



Lead Interviewers are **configured to receive confirmation emails** when candidates book themselves into an interview slot

You are able to add additional team members here if you wish.

You then need to enter the dates and times for your slots;

Time Slots

Date *	<input type="text" value="03/10/2017"/>	Europe/London
	<input checked="" type="radio"/> Single Meeting	
	<input type="radio"/> Series of Meetings	
Start time *	<input type="text" value="08:00"/>	Europe/London
Meeting duration	<input type="text" value="01h:00m"/>	
End time *	<input type="text" value="09:00"/>	Europe/London
Number of Concurrent Slots	<input type="text" value="1"/>	

Firstly, select the date your interviews are taking place.



If your interviews are happening over several days, **you will need to set the slots a day at a time**. Create the slots for your first date, and then 'Add Time Slots' through 'Interview Scheduler' as many times as you need to

You can choose whether you want to create a **single meeting** or a **series of meetings**.

If you select **series of meetings**, you can enter a start, meeting duration, pause duration and end time and this will automatically calculate the times for you;

Start time *	<input type="text" value="08:00"/>	Europe/London
Meeting duration	<input type="text" value="01h:00m"/>	
Pause duration	<input type="text" value="00h:15m"/>	
Number of Meetings	<input type="text" value="1"/>	
End time *	<input type="text" value="09:00"/>	Europe/London
Number of Concurrent Slots	<input type="text" value="1"/>	

You also have the option to add **concurrent slots**, if you wish for more than one interview to happen at the same time.

Then, you choose the location of where your interviews are taking place;

Location

- ☒ Standard location
☐ One time location

Location *



[Advanced Search](#)

By selecting 'Standard location', you are accessing your list of 'Interview Locations' that have been configured in your environment. To select a location, you can enter the name of the location in the field or select 'Advanced Search' which will give you a list of these locations available;

LOCATIONS

Keyword

Organisation

Country

Region

Please select

Please select

Please select

Search

Clear

Close

+ Add Location

Action	Location Title	Address 1	City	Region	Country
	(SCC)Civic Offices	Merrial Street	Staffordshire	West Midlands	United Kingdom
	(BRC) Abbey Stadium Sports Centre	Birmingham Road	Worcestershire	West Midlands	United Kingdom
	(BRC) Arrow Vale Sports Centre	Green Sward Lane	Worcestershire	West Midlands	United Kingdom
	(BRC) Arrow Valley Countryside Centre	Battens Drive	Redditch	West Midlands	United Kingdom
	(BRC) Aston Fields Depot	Aston Fields Road	Bromsgrove	West Midlands	United Kingdom
	(BRC) Batchley One Stop Shop	Batchley Shopping Centre	Redditch	West Midlands	United Kingdom
	(BRC) Bromsgrove District Council	Parkside	Bromsgrove	West Midlands	United Kingdom
	(BRC) Crematorium and Cemetery	Birmingham Road	Redditch	West Midlands	United Kingdom
	(BRC) Crossgates Depot	Crossgate Road	Redditch	West Midlands	United Kingdom
	(BRC) Dial A Ride, Crossgate Depot	Crossgate Road	Redditch	West Midlands	United Kingdom

1 - 10 of 2252 record(s)

page 1

If you have access, you can add a location if this isn't available;

Region

Please select

+ Add Location

If this is a functionality you are not using, you can enter the address of the interview manually by selecting '**One time location**';

Location

☐ Standard location

☒ One time location

Location Title * ! Please select

Address 1

Address 2

City

Room

Timezone

Enter the details of your location.



Against '**Start time**', '**End time**' and '**Timezone**' you will see the timezone your slots are being set-up in. If this is any different to '**Europe/London**', please contact your **Local System Administrator** who will need to change this for you.

Do not process any invites until this has been changed

Once you have entered the details of your slots, click '**Save**' at the bottom of the window.

You will then see in your 'Interview Scheduler' tab, a list of the slots you have just created;

Grouped By: Date ▾ | Ungroup

Time	Lead Interviewer	Interviewers Team	Location	Step Name	Candidate Name	Actions
05/10/2017						
<input checked="" type="checkbox"/> 08:00 - 09:00	System GSA		Sandwell Council House	Interview 1	-	
<input checked="" type="checkbox"/> 09:15 - 10:15	System GSA		Sandwell Council House	Interview 1	-	
<input type="checkbox"/> 10:30 - 11:30	System GSA		Sandwell Council House	Interview 1	-	

You can see an overview of the **date** and **times** that have been created against the vacancy. You can also see your **Lead Interviewer**, **Location** and the **Step** your slots have been created against.

2. Editing/deleting interview slots

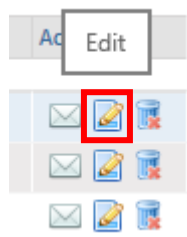
Once you have created slots, you can add more by following the steps outlined in **Setting up interview slots** but you can edit slots, or delete slots on your scheduler.



If changes need to be made to your slots, **make the changes before candidates have been invited** to avoid confusion for your candidates

Editing slots

To edit a slot, navigate to your 'Interview Scheduler' tab on your vacancy. Against the slot you wish to amend, under the '**Actions**' column, click the '**Edit**' icon;



This will give you the options you are originally presented with when creating the slots;

EDIT TIME SLOT

Selection Step * Interview 1

Interviewer(s)

Lead Interviewer * ☒ Talentlink User ☐ External User

System GSA [Advanced Search](#)

Interviewers Team:

☒ Add Optional Interviewer

External Interviewers Team:

☒ Add External Interviewer

Time Slots

Date * 05/10/2017 Europe/London

Start time * 08:00 Europe/London

Meeting duration 01h:00m

End time * 09:00 Europe/London

Location

☒ Standard location ☐ One time location

Buttons: Save Delete Cancel

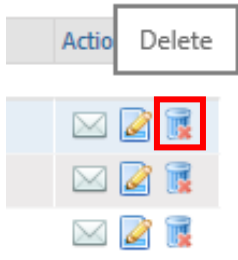
Make the changes you need to and click '**Save**' and the bottom of the window.

Deleting slots

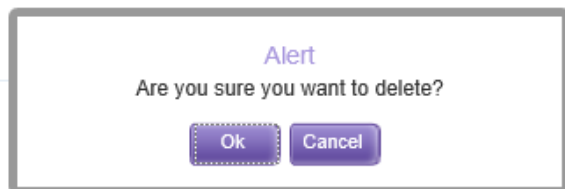
To delete a slot, you can do this several ways.

Deleting an individual slot

Navigate to your 'Interview Scheduler' tab on your vacancy. Against the slot you wish to delete, under the '**Actions**' column, click the '**Delete**' icon;



When you click the icon, the system will alert you and ask you to confirm whether or not you want to delete the slot;



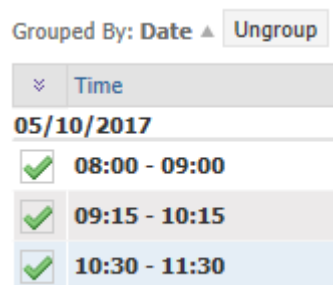
Clicking '**Ok**' will remove the slot.

By choosing this method, the system allows you to **delete one slot at a time**.

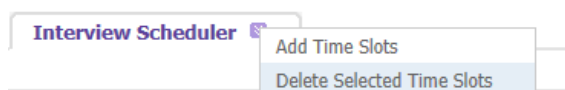
Deleting multiple slots

To delete multiple slots, click on the '**Interview Scheduler**' tab on your vacancy.

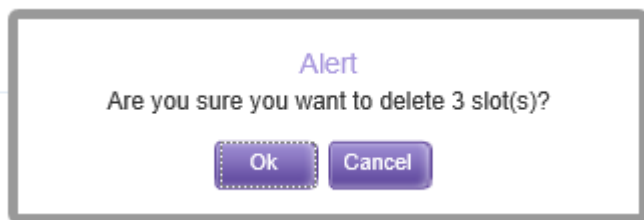
At the far left of the slots, you will see a check box. Click on the slots you wish to delete;



On the '**Interview Scheduler**' tab name, you will see a chevron icon. Click the icon and select '**Delete Selected Time Slots**';



The system will present an alert and ask you to confirm;



Click '**Ok**' to confirm. This will remove all selected slots from your 'Interview Scheduler'.

3. Inviting candidates to interview

Once you have created the slots, you are then in a position to proceed your candidates to the selection step you have created your interview slots against.

Navigate to the '**Selection/Hiring**' tab of your vacancy;

From your applicant list, select the candidates you wish to proceed to interview and click '**Proceed**' from your applicant list, or right click on your selection and click 'Proceed' from the list available;

The screenshot shows the 'Selection/Hiring' tab for a vacancy titled 'TEST STANDARD RECRUITER VACANCY'. The interface includes a search bar, filters for 'All candidates', 'All candidate types', 'All Steps', and 'Any step status'. A table lists candidates with columns for Candidate, Candidate Pack, CV, Application date, Location, Application Status, Last step, Last questionnaire, and Last feedback report. The first candidate, Warner, Nicola, is highlighted. A red box highlights the 'Proceed' button in the top right corner of the table.

The screenshot shows a context menu for a candidate. The menu options are: Proceed, Reject, Withdraw, Create New Candidate, Create New Employee, Contact by Email, Contact by Letter, Candidate Pack, Link to Job, Link to Pool, Update Application Status, Mark/Unmark for Archiving, and Delete Candidate File. The 'Proceed' option is highlighted.

The screenshot shows the 'Update Application Information' form for a candidate named Nicola Warner. The form includes sections for 'Application Information', 'Current Status', 'New Status', 'Administrative comments', and 'What do you want to do next?'. The 'What do you want to do next?' section has a list of options: Interview 1, Interview 2, Conditional Offer, Offer Checklist, Reference 1, Reference 2, Reference Chase 1, Reference Chase 2, Quality Survey, Request Hire, and Complete steps yourself without submitting to anyone else. 'Interview 1' is selected.



Ensure the step you are proceeding your candidates to **matches the step you created your interview slots against**

You will then see a window which will ask you the type of interviews you want to define. From the options, select **'Invite using Interview Scheduler (e-booking)'**;

Lumesse TalentLink - Microsoft Edge

global3.mrtedtalentlink.com/private/caa/caa_define_interview.cfm

Define meeting

Job Opening Test Standard Recruiter Vacancy
Step Name Interview 1
Candidates Nicola Warner

☒ Define the meeting now

Lead Interviewer ☒ Talentlink User ☐ External User
Select

Interviewers Team [Add](#)
External Interviewers Team [Add](#)
Administrative comments

Date (dd/mm/yyyy) [Check Availability](#)
From 08:00
to 08:30
Location ☒ Standard location Please select
☐ One time location
Meeting Place: On specified location
Meeting feedback due date: (dd/mm/yyyy)
Receive notification: ☒ Yes ☐ No

[+](#) Confirmation to Candidate(s) TD Interview - Confirmation to Can [Send communication?](#)
[+](#) Confirmation to Interviewer(s) TD Interview - Confirmation to Inte [Send communication?](#)

☐ Ask someone to schedule the meeting
☐ Invite using Interviewer's Availabilities (e-booking)
☒ Invite using Interview Scheduler (e-booking)
☐ Invite using Interview Scheduler (Individual slot)

* Required Field
[Submit](#) [Cancel](#)

Once you select this option, you will see several options appear;

☒ Invite using Interview Scheduler (e-booking)

i Candidate will be able to select preferred timeslot based on [Interview Scheduler](#) (all available timeslots, defined for selected step)

Preview list of slots available for this step

Meeting feedback due date: (dd/mm/yyyy)
Receive notification: ☒ Yes ☐ No

[+](#) Invitation to Candidate(s) TD Interview - Intivation to Candide [Send communication?](#)
[+](#) Confirmation to Candidate(s) TD Interview - Confirmation to Can [Send communication?](#)
[+](#) Confirmation to Interviewer(s) TD Interview - Confirmation to Inte [Send communication?](#)

Firstly, you can see an arrow next to 'Preview list of slots available for this step' – here, you can preview the slots you have created;

Preview list of slots available for this step

Grouped By: Date ▲ Ungroup

Time	Lead Interviewer	Interviewers Team	Location
05/10/2017			
08:00 - 09:00	System GSA		Sandwell Council House
09:15 - 10:15	System GSA		Sandwell Council House
10:30 - 11:30	System GSA		Sandwell Council House

1 - 3 of 3 record(s) 5 page 1 / 1 Go to page: 1

You can then specify what date you would like the interview feedback to be due and whether you will receive a notification in your 'Tasks' app once this is completed;

Meeting feedback due date: (dd/mm/yyyy)

Receive notification: ☒ Yes ☐ No

You will then see three email templates assigned to the interview step;

+	Invitation to Candidate(s)	TD Interview - Intivation to Candide	
+	Confirmation to Candidate(s)	TD Interview - Confirmation to Can	<input checked="" type="checkbox"/> Send communication?
+	Confirmation to Interviewer(s)	TD Interview – Confirmation to Inte	<input checked="" type="checkbox"/> Send communication?

Invitation to Candidate(s)

This is the email that will be sent to the candidate which will inform them that they have been invited to an interview. This email will contain a hyperlink which the candidate will click and the slots will be available for them to select.

Confirmation to Candidate(s)

Once a candidate has booked a slot, they will then receive a confirmation email to confirm the details they have chosen.

Confirmation to Interviewer(s)

Once a candidate has booked onto an interview slot, whoever you have assigned as **Lead Interviewer** when creating your interview slots will receive an email confirmation confirming which candidate has booked at which time.

To see the content of each email, click the  icon next to each template.

Invitation to Candidate(s)

Subject

Priority

Sensitivity

Content

TD Interview - Invitation to Candidate

Interview for the position of [%job_opening_name%][%job_number%]

☐ High ☒ Normal ☐ Low

Normal

Dear [%First_Name%]

Thank you for your application for the position of [%job_opening_name%]. We are delighted to confirm that you have been invited for an interview.

Please select a suitable time slot by selecting the link below.

If you require an interpreter or reasonable adjustments (equipment) to facilitate your interview please contact the Recruiting Manager no later than 3 working days before the interview.

Please contact the Resourcing Team Support Desk on 0121 111 1111 if you become unable to attend, or if you have any queries regarding the interview.

We look forward to meeting you.

Characters left 9047

[Add a new document](#)

Email Attachments:

Here, you can see what is being sent to the candidate, and if you need to add any additional information to the invite or other emails, you can, however, these templates are configured against your interview step in your selection process.

At the bottom of the content of the email, you will see the option to 'Add a new document' – here, you can add an attachment to your email if necessary.

To change the communication template, click the  icon next to the template you wish to change.

A list will appear of templates available within your environment;

Lumesse TalentLink - Microsoft Edge

global3.mrtedtalentlink.com/private/common/common_selecttemplate.cfm?Type=M&bMITemplateHasBeenChanged=1

Select an Email Template

Filter

Organisation All Language All

page 1/51

Name	Description	Language	Organisation
<input type="radio"/> (Sep16) Conditional offer with DBS		English (UK)	WLV0000
<input type="radio"/> (Sep16) Conditional offer without DBS		English (UK)	WLV0000
<input type="radio"/> (Sep16) Confidentiality Clause	Caldicott Code of Practice	English (UK)	WLV0000
<input type="radio"/> (Sep16) Confirmation offer		English (UK)	WLV0000
<input type="radio"/> (Sep16) Health Surveillance Questionnaire	Medical Questionnaire for all candidates	English (UK)	WLV0000
<input type="radio"/> (Sep16) Interview - Confirmation to Candidate		English (UK)	WLV0000
<input type="radio"/> (Sep16) Interview - Invite to Candidate		English (UK)	WLV0000
<input type="radio"/> (Sep16) Interview - Cancellation to Candidate		English (UK)	WLV0000
<input type="radio"/> (Sep16) Management Accountability 2015/16		English (UK)	WLV0000
<input type="radio"/> (Sep16) Reject after Application Review		English (UK)	WLV0000
<input type="radio"/> (Sep16) Reject after Interview 1		English (UK)	WLV0000
<input type="radio"/> (Sep16) Reject after Interview 2		English (UK)	WLV0000
<input type="radio"/> (Sep16) Reject after reference check		English (UK)	WLV0000
<input type="radio"/> * Reference Request template	Pre employment check - reference check	English (UK)	BRC0000
<input type="radio"/> *Confirmation of Interview Booking*	Various	English (UK)	SFRS0000

page 1/51

Ok Cancel

Choose from the list and click 'OK' at the bottom of the window.

Next to the 'Communication to Candidate(s)' and 'Confirmation to Interviewer(s)', you will see a tick option – 'Send communication?';

+ Confirmation to Candidate(s)	TD Interview - Confirmation to Can	<input checked="" type="checkbox"/> Send communication?
+ Confirmation to Interviewer(s)	TD Interview – Confirmation to Inte	<input checked="" type="checkbox"/> Send communication?

You can determine whether you want your candidates and Lead Interviewer to receive a confirmation email once a slot has been booked.

Once you have completed your options, and the bottom of the window, click '**Submit**';

* Required Field

Submit Cancel

Once your interviews have been sent, you will receive a confirmation message within the same window;

Lumesse TalentLink - Microsoft Edge

global3.mrtedtalentlink.com/private/caa/caa_interview_created.cfm

Invite candidate to a meeting

Job Opening Test Standard Recruiter Vacancy
Step Name Interview 1
Candidates Nicola Warner

Status

The candidate has been invited.

Close



If you are processing multiple candidates at the same time, **the system can take a short while to process all of the candidates** – a small delay can be expected

Once you receive this notification, close this window.

If you navigate back to your applicant list through the '**Selection/Hiring**' tab, you can see via the '**Last step**' column, an interview invitation has been sent;

Talent Acquisition by Lumesse

WM Jobs Sandbox > Home > Job Details

TEST STANDARD RECRUITER VACANCY

Job Content Job Approval Process Matching Candidates Posting Selection / Hiring Interview Scheduler

All candidates All candidate types All Steps Any step status Filter by keyword

1-1 of 1 records, 0 items selected

page 1 / 1

Items per page: 10 20 50 100

	Candidate	Candidate Pack	CV	Application date	Location	Application Status	Last step	Last questionnaire	Last feedback report
	Filter Column		Filter Column	Filter Column		Filter Column	Filter Column	Filter Column	Filter Column
<input type="checkbox"/>	Warner, Nicola			03/10/2017	Walsall	In Process	Interview 1 Status: Invitation sent		100

If you click on the name of the candidate on the applicant list, this will take you to candidate's 'Applications' tab. Here, you can see the date and time the interview invite has been sent and a system copy of the message;

WARNER NICOLA

Candidate Overview Applications Documents/Candidate Pools Cost Tracking Candidate History

All Active Zoom on

Submission for TEST STANDARD RECRUITER VACANCY is In Process Since 03/10/2017

Selection Steps Additional Tasks Hiring Process

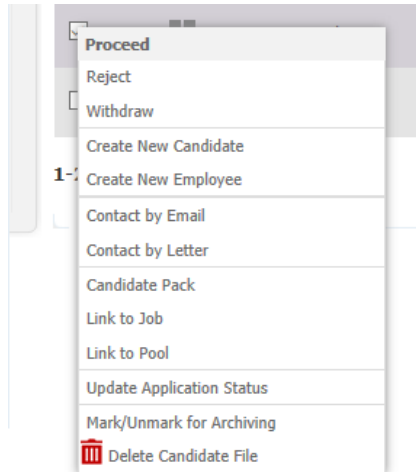
✓ Submission Details	Submission date: 03/10/2017 16:10 Europe/London by GSA System Sourcing Channel: Talentlink
✓ Prescreening	Closed (GSA System) Decision: Proceed
✓ Shortlisting	Closed (GSA System) Decision: Proceed 03/10/2017 16:11 Europe/London Created By GSA System TD Shortlisting feedback form (100)
Interview 1	Invitation sent 04/10/2017 08:59 Europe/London by GSA System 04/10/2017 08:59 Europe/London Created By GSA System Interview for the position of...

This is how you would process multiple candidates; however, you are able to invite a candidate to an individual slot in the circumstance or processing an individual candidate.

4. Inviting a candidate to an individual slot

To invite a candidate to an individual slot, firstly, you would need to create that slot through the '**Interview Scheduler**' tab (see [Pages 3-6](#)).

Once you have created your individual slot, navigate to your '**Selection/Hiring**' tab on your vacancy, select your candidate and '**Proceed**' to the interview selection step you have created your interview slots against;



Once you have selected your selection step, you will see the options available to define your interviews;

A screenshot of the 'Define meeting' form in the Lumesse TalentLink system. The form is titled 'Define meeting' and shows details for a 'Job Opening Test Standard Recruiter Vacancy'. The 'Step Name' is 'Interview 2' and the 'Candidates' are 'Melissa Kang'. The form has a radio button selected for 'Define the meeting now'. Under 'Lead Interviewer', there is a dropdown for 'Select' and a radio button for 'External User'. There are 'Add' buttons for 'Interviewers Team' and 'External Interviewers Team'. An 'Administrative comments' text area is present. The 'Date' field is required and has a 'Check Availability' link. The 'From' and 'to' time slots are set to '08:00' and '08:30' respectively. The 'Location' is set to 'Standard location' with a 'Please select' dropdown. The 'Meeting Place' is set to 'On specified location'. The 'Meeting feedback due date' is a required date field. The 'Receive notification' section has 'Yes' selected. There are two rows for 'Confirmation to Candidate(s)' and 'Confirmation to Interviewer(s)', each with a dropdown and a 'Send communication?' checkbox. At the bottom, there are radio buttons for 'Ask someone to schedule the meeting', 'Invite using Interviewer's Availabilities (e-booking)', 'Invite using Interview Scheduler (e-booking)', and 'Invite using Interview Scheduler (Individual slot)'. A legend indicates that an asterisk (*) denotes a 'Required Field'. 'Submit' and 'Cancel' buttons are at the bottom right.

From the options, select, '**Invite using Interview Scheduler (Individual slot)**'.

When you select this option, you will see the slots available for the interview step you have moved the candidate to;

Lumesse TalentLink - Microsoft Edge

global3.mrtedtalentlink.com/private/caa/caa_define_interview.cfm

Define meeting

Job Opening Test Standard Recruiter Vacancy
Step Name Interview 2
Candidates Melissa Kang

☐ Define the meeting now
☐ Ask someone to schedule the meeting
☐ Invite using Interviewer's Availabilities (e-booking)
☐ Invite using Interview Scheduler (e-booking)
☒ Invite using Interview Scheduler (Individual slot)

! Candidate will be booked to a timeslot selected from the list below. To define additional timeslots, go to [Interview Scheduler](#)

Grouped By: Date

Time	Lead Interviewer	Interviewers Team	Location
05/10/2017			
<input type="checkbox"/> 08:00 - 09:00	System GSA		Sandwell Council House

1 - 1 of 1 record(s)

Meeting feedback due date: (dd/mm/yyyy)
Receive notification: ☒ Yes ☐ No

Confirmation to Candidate(s) TD Interview - Confirmation to Can ☒ Send communication?
 Confirmation to Interviewer(s) TD Interview - Confirmation to Inte ☒ Send communication?

* Required Field

From the list, select the slot you wish to invite the candidate to by checking the box next to the time of the slot;

☒ Invite using Interview Scheduler (Individual slot)

! Candidate will be booked to a timeslot selected from the list below. To define additional timeslots, go to [Interview Scheduler](#)

Grouped By: Date

Time	Lead Interviewer	Interviewers Team	Location
05/10/2017			
<input checked="" type="checkbox"/> 08:00 - 09:00	System GSA		Sandwell Council House

1 - 1 of 1 record(s)

You can then specify what date you would like the interview feedback to be due and whether you will receive a notification in your 'Tasks' app once this is completed;

Meeting feedback due date: (dd/mm/yyyy)
Receive notification: ☒ Yes ☐ No

You will then see three email templates assigned to the interview step;

	Invitation to Candidate(s)	TD Interview - Invitation to Candidate		
	Confirmation to Candidate(s)	TD Interview - Confirmation to Can		<input checked="" type="checkbox"/> Send communication?
	Confirmation to Interviewer(s)	TD Interview – Confirmation to Inte		<input checked="" type="checkbox"/> Send communication?

Here, you can amend the template, selection a new template and choose whether communications are sent. Instructions are outlined on [Pages 12-14](#).

Once you have sent the interview, you can then see your candidate sitting against this slot through your 'Interview Scheduler' tab for the vacancy;

Talent Acquisition by Lumisee

WM Jobs Sandbox > Home > Job Details

TEST STANDARD RECRUITER VACANCY

Job Content Job Approval Process Matching Candidates Posting Selection / Hiring Interview Scheduler

Grouped By: Date | Ungroup

K	Time	Lead Interviewer	Interviewers Team	Location	Step Name	Candidate Name	Actions
05/10/2017	08:00 - 09:00	System GSA		Sandwell Council House	Interview 1	-	
	08:00 - 09:00	System GSA		Sandwell Council House	Interview 2	Melissa Kang	
	09:15 - 10:15	System GSA		Sandwell Council House	Interview 1	-	
	10:30 - 11:30	System GSA		Sandwell Council House	Interview 1	-	

1 - 4 of 4 record(s)

page 1 / 1

For any candidates who have been sent an invite and haven't booked a slot, you can allocate them to individual slots through the 'Interview Scheduler' tab.

Next to each slot within the tab, you can see under the column, '**Actions**', an invite function;



By choosing this option, anyone who is live in the step can be allocated a time. This could be useful if a candidate didn't receive an email and contact you – you can invite them to the slot.

INVITE CANDIDATE

Date: 05/10/2017, 08:00 - 09:00

Interviewer: System GSA

Location: Sandwell Council House

Step: Interview 1

Candidate *

Meeting feedback due date

Receive notification

☒ Send Confirmation to Candidate(s)

Template:

TD Interview - Confirmation to Candidate

☒ Send Confirmation to Interviewer(s)

Template:

TD Interview – Confirmation to Interviewer

* Required Field

Send Cancel

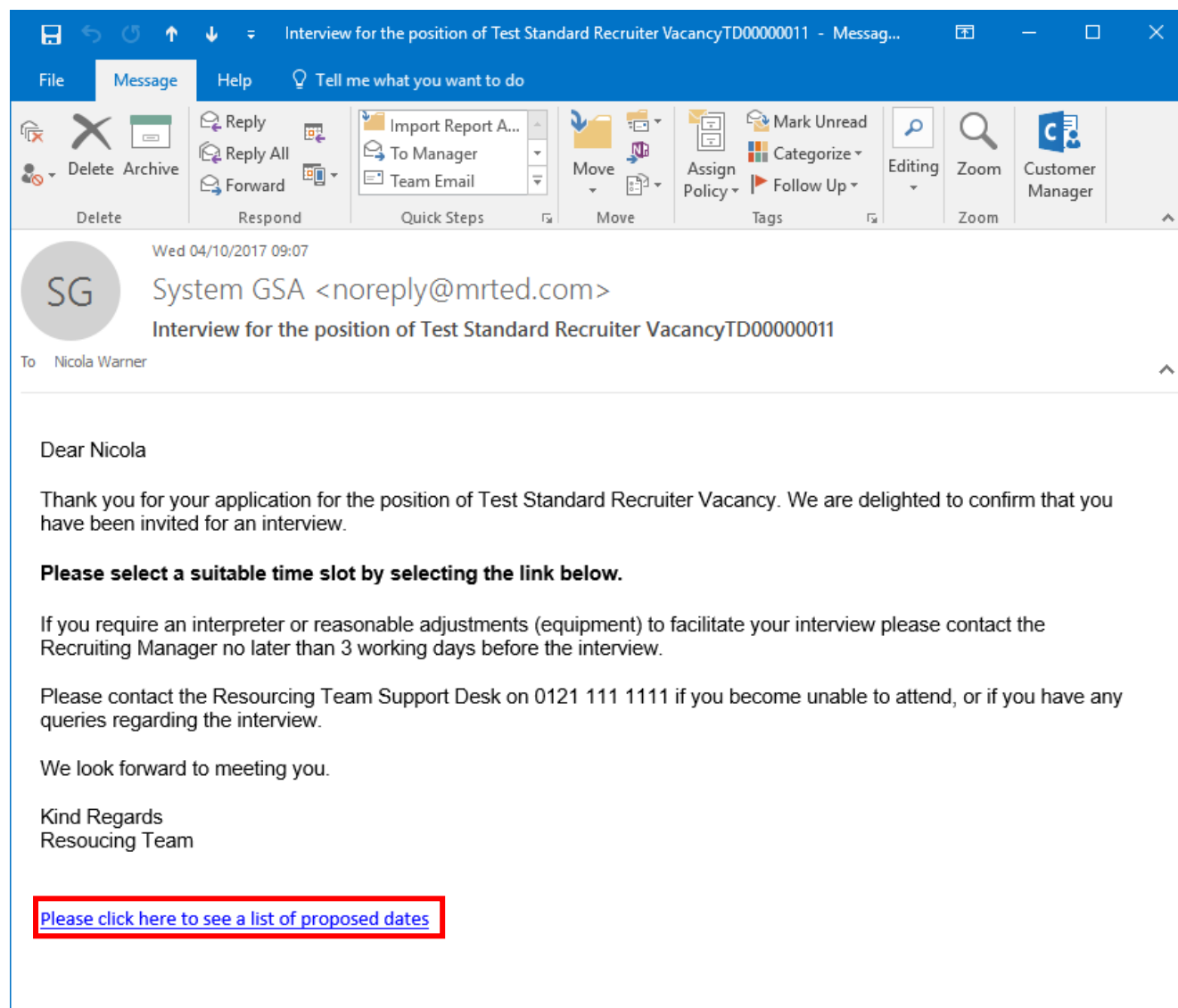
You have the options here to send confirmations once you invite.

Click '**Send**' to action.

5. Booking an interview slot

Confirming an interview slot

The candidate will then receive the interview invite email and be asked to book a time slot by clicking the link within the email;



Once the candidate clicks the link, they will be taken to a webpage which will display the slots available;

Please confirm your availability for a meeting

Select your preferred date from the list of proposed options.

- ☒ 05/10/2017 From 08:00 to 09:00 (Europe/London) (Freeth Street Oldbury, Room: S7)
- ☐ 05/10/2017 From 09:15 to 10:15 (Europe/London) (Freeth Street Oldbury, Room: S7)
- ☐ 05/10/2017 From 10:30 to 11:30 (Europe/London) (Freeth Street Oldbury, Room: S7)
- ☐ Sorry, I am not available for the proposed date.



Interview slots work on a first-come, first-serve basis. If a candidate has already booked a slot, the next candidate to click the link within their email and attempt to book, **will not see that slot available**

The candidate would then select their slot, and click '**Submit**' on the webpage;



Once the candidate has booked, they will receive a confirmation message on the screen confirming the details;

Session details

You have confirmed for
05/10/2017 From 08:00 to 09:00 (Europe/London) (Freeth Street Oldbury, Room: S7)



Once a candidate has booked a slot, **they will be unable to access the link again to change this** – this will need to be done through the back-office function

Navigate to the '**Selection/Hiring**' tab for your vacancy and you can now see that the '**Last step**' has been updated to '**Interview 1 – Meeting Confirmed**';

TEST STANDARD RECRUITER VACANCY

Job Content | Job Approval Process | Matching Candidates | Posting | **Selection / Hiring** | Interview Scheduler

1-1 of 1 records, 0 items selected

Candidate	Candidate Pack	CV	Application date	Location	Application Status	Last step	Last questionnaire	Last feedback report
Warner, Nicola			03/10/2017	Walsall	In Process	Interview 1 Status: Meeting Confirmed		

1-1 of 1 records, 0 items selected

If you click on the 'Interview Scheduler' tab, you will now see that this candidate has booked themselves against a slot;

TEST STANDARD RECRUITER VACANCY

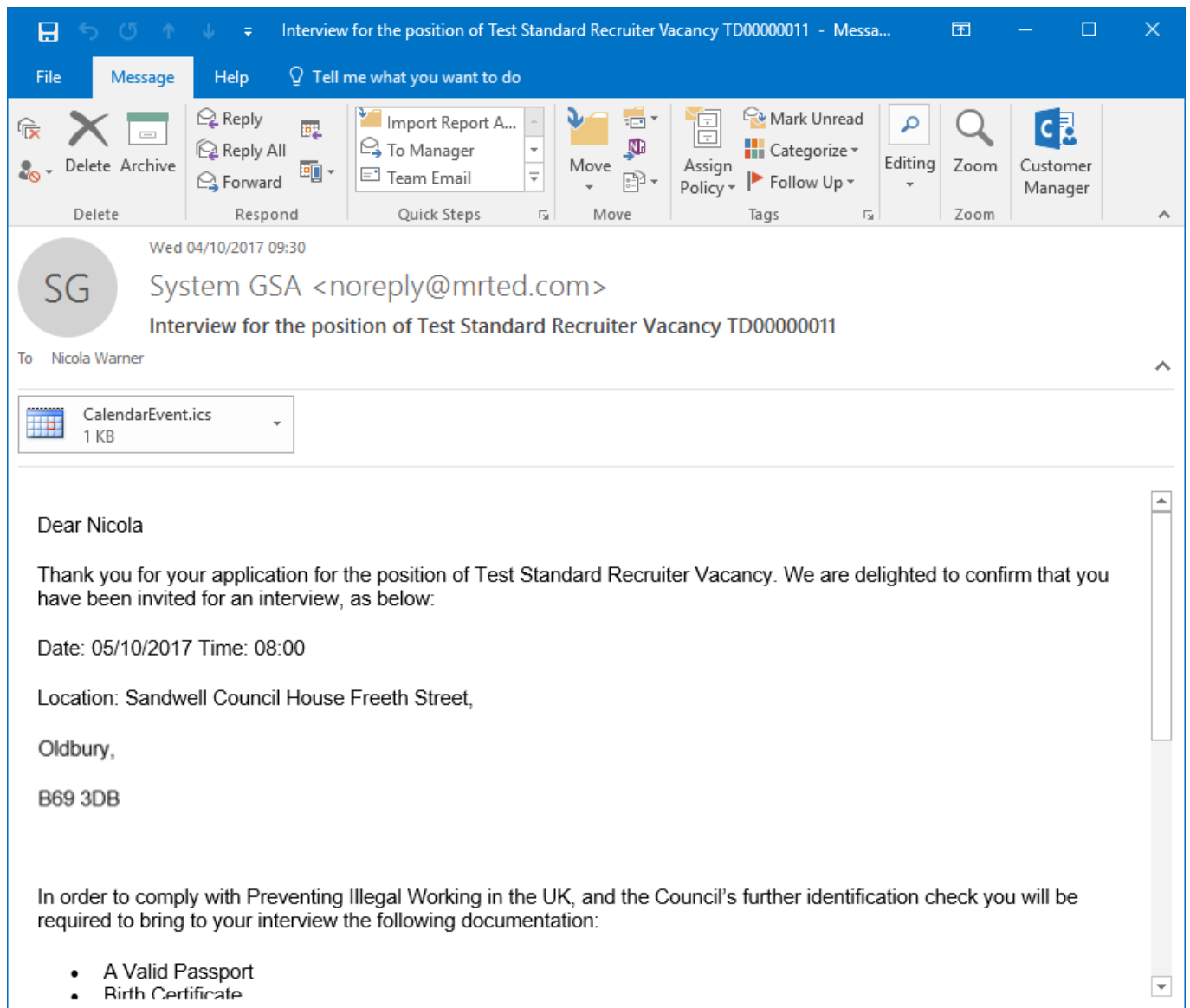
Job Content | Job Approval Process | Matching Candidates | Posting | Selection / Hiring | **Interview Scheduler**

Grouped By: Date | Ungroup

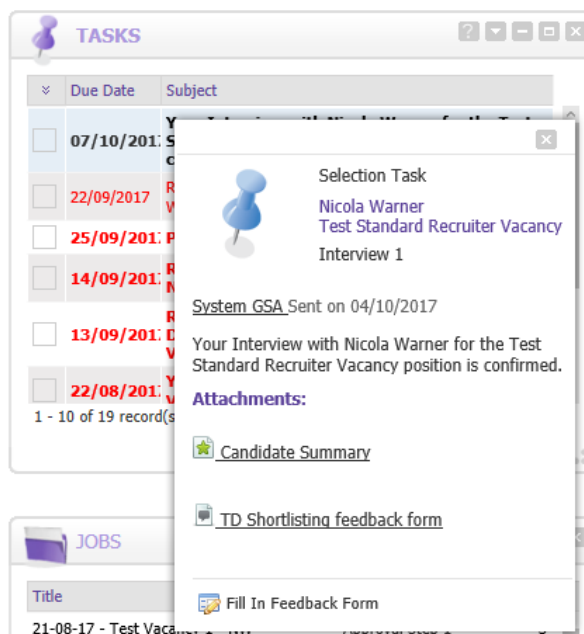
Time	Lead Interviewer	Interviewers Team	Location	Step Name	Candidate Name	Actions
08:00 - 09:00	System GSA		Sandwell Council House	Interview 1	Nicola Warner	
09:15 - 10:15	System GSA		Sandwell Council House	Interview 1		
10:30 - 11:30	System GSA		Sandwell Council House	Interview 1		

1 - 3 of 3 record(s)

The candidate will then receive a confirmation email (if selected when inviting the candidate) to confirm the slot they have chosen;



Your Lead Interviewer will also receive a confirmation via email and if configured, a task in their 'Tasks' app;



You can see the confirmation emails in the candidate's '**Applications**' tab;

WM Talent Acquisition by Lumesse

WM Jobs Sandbox > Home > Test Standard Recruiter Vacancy > Candidate Details

WARNER NICOLA

Candidate Overview Applications Documents/Candidate Pools Cost Tracking Candidate History

All Active Zoom on

Submission for **TEST STANDARD RECRUITER VACANCY** is In Process Since 03/10/2017

Selection Steps	Additional Tasks	Hiring Process
✓ Submission Details	Submission date: 03/10/2017 16:10 Europe/London by GSA System Sourcing Channel: Talentlink	
✓ Prescreening	Closed (GSA System) Decision: Proceed	
✓ Shortlisting	Closed (GSA System) Decision: Proceed 03/10/2017 16:11 Europe/London Created By GSA System TD Shortlisting feedback form (100)	
Interview 1	Meeting Confirmed (GSA System) Meeting date 05/10/2017 From 08:00 to 09:00 (Europe/London) Meeting location: Sandwell Council House, Oldbury, Freeth Street, Room S7 04/10/2017 09:16 Europe/London Created By GSA System 04/10/2017 09:16 Europe/London Created By GSA System 04/10/2017 08:59 Europe/London Created By GSA System <div style="border: 2px solid red; padding: 5px;"> ✓ Confirmation of Interview with... ✓ Interview for the position of ... ✓ Interview for the position of ... </div>	

Declining an interview slot

When booking a slot, the candidate will see an option – ‘**Sorry, I am not available for the proposed date**’. If a candidate selects this option, they are prompted to enter a message which will be received into TalentLink;

Please confirm your availability for a meeting

Select your preferred date from the list of proposed options.

☐ 05/10/2017 From 09:15 to 10:15 (Europe/London) (Freeth Street Oldbury, Room: S7)

☐ 05/10/2017 From 10:30 to 11:30 (Europe/London) (Freeth Street Oldbury, Room: S7)

☒ **Sorry, I am not available for the proposed date.**
I prefer to contact the recruiter and propose other options.

Message:

Can I have an alternative date?

Once they submit, they will receive a message on their screen which confirms they have declined the slots available;

Session details

You have declined all proposed dates.
The message has been sent.

Navigate to the ‘**Selection/Hiring**’ tab for your vacancy and you can now see that the ‘**Last step**’ has been updated to ‘**Interview 1 – Invitation Declined**’;

Talent Acquisition by Lumesse

WM Jobs Sandbox > Home > Job Details

TEST STANDARD RECRUITER VACANCY

Job Content Job Approval Process Matching Candidates Posting Selection / Hiring Interview Scheduler

All candidates All candidate types All Steps Any step status Filter by keyword

1-2 of 2 records, 0 items selected

	Candidate	Candidate Pack	CV	Application date	Location	Application Status	Last step	Last questionnaire	Last feedback report
	Filter Column		Filter Column	Filter Column		Filter Column	Filter Column	Filter Column	Filter Column
	Kang, Melissa			04/10/2017	0	In Process	Interview 1 Status: Invitation Declined		
	Warner, Nicola			03/10/2017	Walsall	In Process	Interview 1 Status: Meeting Confirmed		100

1-2 of 2 records, 0 items selected

If you click on the candidate's name on the applicant list, you will see on the candidate's 'Applications' tab, the message they entered when declining the slot;

Talent Acquisition by Lumesse

WM Jobs Sandbox > Home > Test Standard Recruiter Vacancy > Candidate Details

KANG MELISSA

Candidate Overview Applications Documents/Candidate Pools Cost Tracking Candidate History

All Active Zoom on

Submission for TEST STANDARD RECRUITER VACANCY is In Process Since 04/10/2017

Selection Steps Additional Tasks Hiring Process

✓ Submission Details	Submission date: 04/10/2017 09:23 Europe/London by GSA System Sourcing Channel: Talentlink
✓ Prescreening	Closed (GSA System) Decision: Proceed
Shortlisting	(Unassigned)
Interview 1	Invitation Declined Candidates message Can I have an alternative date? 04/10/2017 09:23 Europe/London Created By GSA System

Interview for the position of ...

5. Managing Interview Scheduler

When a candidate has confirmed or declined an interview slot, they will be unable to access the link again in order to change the details of the interview they have confirmed or declined.

Through Interview Scheduler within TalentLink, you can manage changes.

Changing Meeting Details

For a candidate **who has confirmed an interview slot**, if necessary, you can change the date and/or time of the slot they originally chose when booking themselves, and you can do this through the function, '**Change Meeting Details**', which sits against the candidate's 'Applications' tab.


When using 'Change Meeting Details', the system will allow you to change the interview slot a candidate originally chose to another slot which has been created in Interview Scheduler against the appropriate step.

To change the details, navigate to your vacancy, select the 'Selection/Hiring' tab and click on the name of the candidate's details you wish to change;




WM Jobs Sandbox > [Home](#) > Job Details

 **TEST STANDARD RECRUITER VACANCY**

[Job Content](#) [Job Approval Process](#) [Matching Candidates](#)



1-2 of 2 records, 0 items selected

<input type="checkbox"/>		Candidate	Ca
		Filter Column	
<input type="checkbox"/>		Kang, Melissa	
<input type="checkbox"/>	 	Warner, Nicola	

This will take you to the candidate's 'Applications' tab. Against the selection step, you will see a link which reads '**See Meeting Details**';

Interview 1

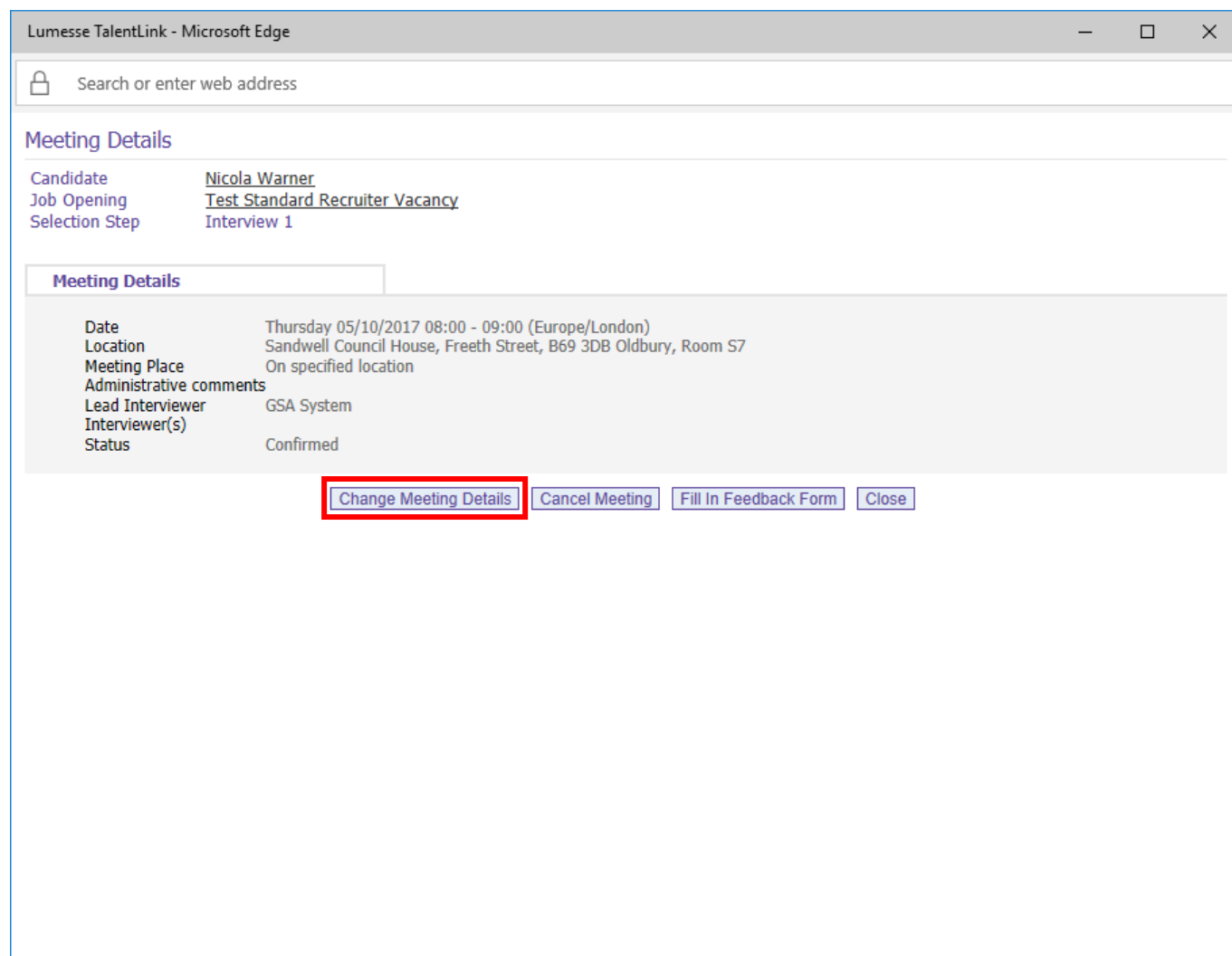
Meeting Confirmed (GSA System)
Meeting date 05/10/2017 From 08:00 to 09:00 (Europe/London)
Meeting location: Sandwell Council House, Oldbury, Freeth Street, Room 57
04/10/2017 09:16 Europe/London Created By GSA System
04/10/2017 09:16 Europe/London Created By GSA System
04/10/2017 08:59 Europe/London Created By GSA System

See Meeting Details

☒ Confirmation of Interview with...
☒ Interview for the position of ...
☒ Interview for the position of ...

Click on the link.

A pop-up box will appear, which will give you an overview of the interview details and several options. Click '**Change Meeting Details**';



The screenshot shows a web browser window titled 'Lumesse TalentLink - Microsoft Edge'. The address bar contains a search prompt. The main content area is titled 'Meeting Details' and displays the following information:

Candidate	Nicola Warner
Job Opening	Test Standard Recruiter Vacancy
Selection Step	Interview 1

Below this, there is a section titled 'Meeting Details' with a tabbed interface. The active tab shows the following details:

Date	Thursday 05/10/2017 08:00 - 09:00 (Europe/London)
Location	Sandwell Council House, Freeth Street, B69 3DB Oldbury, Room S7
Meeting Place	On specified location
Administrative comments	
Lead Interviewer	GSA System
Interviewer(s)	
Status	Confirmed

At the bottom of the details section, there are four buttons: 'Change Meeting Details' (highlighted with a red box), 'Cancel Meeting', 'Fill In Feedback Form', and 'Close'.

This will then refresh the window and give you a list of the slots remaining through Interview Scheduler to assign the candidate to;

Lumesse TalentLink - Microsoft Edge

global3.mrtedtalentlink.com/tlk/pages/restricted/interview/meeting_update.jsp?TaskID=3147988&nCandidateProfileID=139962&nOpeningID=77497

Define meeting date

Candidate: Nicola Warner
 Job Opening: Test Standard Recruiter Vacancy
 Selection Step: Interview 1

Grouped By: Date ▲ Ungroup

Time	Lead Interviewer	Interviewers Team	Location
05/10/2017			
<input type="checkbox"/> 09:15 - 10:15	System GSA		Sandwell Council House
<input type="checkbox"/> 10:30 - 11:30	System GSA		Sandwell Council House

1 - 2 of 2 record(s) 10 page 1 / 1 Go to page: 1

Meeting feedback due date: 07/10/2017

Receive notification: ☒ Yes ☐ No

☒ Send Confirmation to Candidate(s)
 Template: TD Interview - Confirmation to Candidate

☒ Send Confirmation to Interviewer(s)
 Template: TD Interview - Confirmation to Interviewer

Send Close

Click on the slot available you want to allocate the candidate to;

Grouped By: Date ▲ Ungroup Context menu available

Time	Lead Interviewer	Interviewers Team	Location
05/10/2017			
<input checked="" type="checkbox"/> 09:15 - 10:15	System GSA		Sandwell Council House
<input type="checkbox"/> 10:30 - 11:30	System GSA		Sandwell Council House

You can see underneath when the feedback is due and whether you will receive a notification once feedback has been completed;

Meeting feedback due date: 07/10/2017

Receive notification: ☒ Yes ☐ No

Then you will see the Confirmation communication templates assigned to the step for the candidate and Lead Interviewer;

☒ Send Confirmation to Candidate(s)

Template:

▸ TD Interview - Confirmation to Candidate

☒ Send Confirmation to Interviewer(s)

Template:

▸ TD Interview – Confirmation to Interviewer

You can choose whether or not to send the confirmation by unticking the box next to **'Send Confirmation to Candidate(s)'** or **'Send Communication to Interviewer(s)'**.

If you click the arrow next to the name of the template, you can amend the content of the template or add an attachment;

Lumesse TalentLink - Microsoft Edge

global3.mrtdtalentlink.com/tlk/pages/restricted/interview/meeting_update.jsp?TaskID=3147988&nCandidateProfileID=139962&nOpeningID=77497

Meeting feedback due date: 07/10/2017

Receive notification: ☒ Yes ☐ No

☒ Send Confirmation to Candidate(s)

Template:

▸ TD Interview - Confirmation to Candidate

Advanced Search

Subject: Interview for the position of [%job_opening_name%] [%job_number%]

Message:

[%location_City%],
[%location_Zip_Code%]

In order to comply with Preventing Illegal Working in the UK, and the Council's further identification check you will be required to bring to your interview the following documentation:

- A Valid Passport
- Birth Certificate
- Permit number or relevant immigration documentation if applicable.
- Proof of address
- Proof of NI number

I must advise you that failure to produce at least one piece of photographic evidence and one other of the above documents will render the Authority unable to offer you an interview for the above post.

Would you also bring with you to the interview original certificates or qualifications to verify any essential criteria stipulated for the post you have applied for.

The chair of the interview panel will be [%leadinterviewer_user_fullname%]

If you become unable to attend your interview, please contact the HR Support Desk, or if you have any queries regarding the interview.

We look forward to meeting you.

Characters left: 6671/10000

Priority: Normal

Sensitivity: Normal

Attachments: [Add a new document](#)

Once you have selected your options, at the bottom of the window, click **'Send'**;

From the candidate's 'Applications' tab, you can now see that the interview time against the selection step has now changed;

Interview 1

Meeting Confirmed (GSA System)

Meeting date **05/10/2017** From **09:15** to **10:15** (Europe/London)

Meeting location: Sandwell Council House, Oldbury, Freeth Street, Room S7

04/10/2017 10:10 Europe/London Created By System GSA

04/10/2017 10:10 Europe/London Created By System GSA

04/10/2017 09:16 Europe/London Created By GSA System

04/10/2017 09:16 Europe/London Created By GSA System

04/10/2017 08:59 Europe/London Created By GSA System

If you click on the 'Interview Scheduler' tab for the vacancy, you can see the candidate now sits against this interview slot and their original time has now become available for another candidate to select;

WM Jobs Sandbox > Home > Job Details

TEST STANDARD RECRUITER VACANCY

Job Content Job Approval Process Matching Candidates Posting Selection / Hiring Interview Scheduler

Grouped By: Date Ungroup

Time	Lead Interviewer	Interviewers Team	Location	Step Name	Candidate Name	Actions
05/10/2017						
<input type="checkbox"/> 08:00 - 09:00	System GSA		Sandwell Council House	Interview 1	-	
<input type="checkbox"/> 09:15 - 10:15	System GSA		Sandwell Council House	Interview 1	Nicola Warner	
<input type="checkbox"/> 10:30 - 11:30	System GSA		Sandwell Council House	Interview 1	-	

1 - 3 of 3 record(s)

20 page 1 / 1 Go to page: 1

Cancelling a Meeting

If you need to cancel a candidate's interview, you can cancel their meeting through '**Cancel Meeting**'.

To cancel a meeting, navigate to your vacancy, select the 'Selection/Hiring' tab and click on the name of the candidate whose meeting you wish to cancel;

WM Jobs Sandbox > Home > Job Details

TEST STANDARD RECRUITER VACANCY

Job Content Job Approval Process Matching Candidates

All candidates

1-2 of 2 records, 0 items selected

<input type="checkbox"/>		Candidate	
		Filter Column	
<input type="checkbox"/>		Kang, Melissa	
<input type="checkbox"/>		Warner, Nicola	

This will take you to the candidate's 'Applications' tab. Against the selection step, you will see a link which reads '**See Meeting Details**';

Interview 1	<div>Meeting Confirmed (GSA System) Meeting date 05/10/2017 From 08:00 to 09:00 (Europe/London) Meeting location: Sandwell Council House, Oldbury, Freeth Street, Room S7 04/10/2017 09:16 Europe/London Created By GSA System 04/10/2017 09:16 Europe/London Created By GSA System 04/10/2017 08:59 Europe/London Created By GSA System</div>	<div>See Meeting Details <input checked="" type="checkbox"/> Confirmation of Interview with... <input checked="" type="checkbox"/> Interview for the position of ... <input checked="" type="checkbox"/> Interview for the position of ...</div>
-------------	--	--

Click on the link.

A pop-up box will appear, which will give you an overview of the interview details and several options. Click '**Cancel Meeting**';

Lumesse TalentLink - Microsoft Edge

Search or enter web address

Meeting Details

Candidate

Nicola Warner

Job Opening

[Test Standard Recruiter Vacancy](#)

Selection Step

Interview 1

Meeting Details

Date

Thursday 05/10/2017 08:00 - 09:00 (Europe/London)

Location

Sandwell Council House, Freeth Street, B69 3DB Oldbury, Room S7

Meeting Place

On specified location

Administrative comments

Lead Interviewer

GSA System

Interviewer(s)

Status

Confirmed

Change Meeting Details

Cancel Meeting

Fill In Feedback Form

Close

This will update the window with the following details;

Lumesse TalentLink - Microsoft Edge

global3.mrtedtalentlink.com/private/caa/caa_meeting_cancel.cfm?nAppSelectionTaskId=3147988&nCandidateId=139962&nOpeningId=77497

Cancel Meeting

Candidate Nicola Warner
 Job Opening Test Standard Recruiter Vacancy
 Selection Step Interview 1

Meeting Details

Date Thursday 10/05/2017
 09:15 - 10:15 (Europe/London)

Location Sandwell Council House

Lead Interviewer
 Interviewer(s) GSA System

Cancel Meeting

Cancel the Meeting

Administrative comments

Notification to participants

+ Cancellation to Interviewer TD Interview – Cancellation to Inte * ☒ Send communication?

+ Cancellation to Candidate TD Interview – Cancellation to Can * ☒ Send communication?

It will give you an overview of the **Meeting Details** and allows you to add a comment to explain why the meeting has been cancelled;

Cancel Meeting

Cancel the Meeting

Administrative comments

Underneath are the communication templates attached to cancelling candidates for interview;

Notification to participants

+ Cancellation to Interviewer TD Interview – Cancellation to Inte * ☒ Send communication?

+ Cancellation to Candidate TD Interview – Cancellation to Can * ☒ Send communication?

You can edit the emails, choose another template and choose whether you want to send a cancellation notification to your Lead Interviewer or Candidate.

Once you have completed the details, at the bottom of the window, click **'Save'**.

Once a meeting is cancelled, on the candidate's 'Applications' tab, you can see the meeting has been cancelled;

Interview 1

Meeting Cancelled (GSA System)

Candidates message -

04/10/2017 10:10 Europe/London Created By System GSA

04/10/2017 10:10 Europe/London Created By System GSA

04/10/2017 09:16 Europe/London Created By GSA System

04/10/2017 09:16 Europe/London Created By GSA System

04/10/2017 08:59 Europe/London Created By GSA System

On the '**Selection/Hiring**' tab, you can see that the 'Last step' for the candidate has been updated to '**Interview 1 – Meeting Cancelled**';

Warner, Nicola

03/10/2017

Walsall

In Process

Interview 1

Status: Meeting Cancelled

You can see on the 'Interview Scheduler' tab, you can see that this slot has now become available for another candidate to book;

Talent Acquisition by Lamesse

WM Jobs Sandbox > Home > Job Details

TEST STANDARD RECRUITER VACANCY

Job Content

Job Approval Process

Matching Candidates

Posting

Selection / Hiring

Interview Scheduler

Grouped By: Date

Ungroup

Time	Lead Interviewer	Interviewers Team	Location	Step Name	Candidate Name	Actions
05/10/2017						
08:00 - 09:00	System GSA		Sandwell Council House	Interview 1	-	
09:15 - 10:15	System GSA		Sandwell Council House	Interview 1	-	
10:30 - 11:30	System GSA		Sandwell Council House	Interview 1	-	

1 - 3 of 3 record(s)

20 page 1 / 1 Go to page:

Declined Candidates

For a candidate who has declined their interview, you will be unable to use the 'Change Meeting Details' function, as the system recognises the candidate as 'declined' for this particular step.

If locally you decide to interview a candidate who has declined, you would need to proceed this candidate to the next available interview step within your selection process and follow the steps outlined in the guide to process your candidate.

You can now create and manage interview slots using Interview Scheduler!

We have outlined in this guide the essential information you need to use the 'Interview Scheduler' functionality within TalentLink.

We have created several resources for you to use which sit on the **Solutions tab on our Service Centre**

You can visit the Service Centre at <http://wmemployers.freshdesk.com/helpdesk>