

Note: Hiring team managed interviews are interviews the hiring team schedules on behalf of applicants

Note: You must first create an interview schedule template for the desired job requisition, then schedule the applicant interviews

1. Select **My Team** to display your manager functions
2. Click **Hiring**

Good afternoon, Arya Stark!

Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service

QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary

APPS

- My Team
- Onboarding
- Hiring**
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning

A red arrow points from the 'My Team' menu item in the top navigation bar to the 'Hiring' app icon in the 'APPS' section.

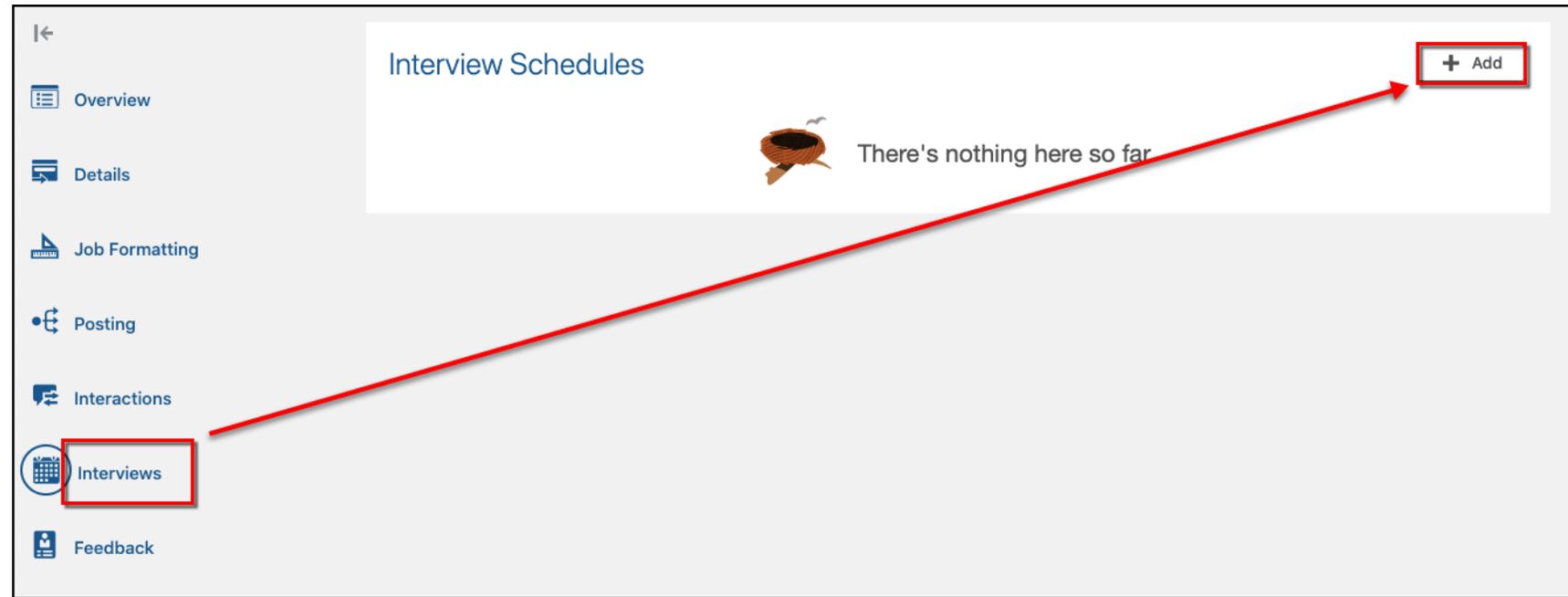
3. From the **Job Requisitions** tab, use a keyword or filter to search for the desired job requisition
4. Click the requisition **title** for which the interview schedule will be created

The screenshot shows the 'Job Requisitions' interface. On the left sidebar, the 'Job Requisitions' tab is highlighted with a red box. The main content area shows a search for 'psych' with a search bar and a 'Show Filters' button. Below the search bar, there is a list of requisitions. The second requisition, 'Psych/Psych Cs On-Call (12)', is highlighted with a red box. A red arrow points from the 'Job Requisitions' tab to the highlighted requisition title.

Requisition Title	Applications	Prospects
BEHAVIOR PSYCHOLOGIST SR (22) Open - Posted Standard MI, United States	0	0
Psych/Psych Cs On-Call (12) Open - Posted Standard MI, United States	1	0

5. Click the **Interviews** tab

6. Click the **Add** button



7. Enter the **Basic Information**
(Select Hiring Team Managed)

8. Click **Continue**

1 Basic Information

*Template
CMHA Interview Schedules

*Schedule Title
CMHA Interview Schedule - Hiring Team Managed

Schedule Type
Hiring Team Managed

Continue

9. Enter the **Location Details**

Note: Format options include In-Person, Phone, or Web Conference
(Select the option you will likely use the most)

The option you choose determines the fields that need to be entered

2 Location Details

Format
Web Conference

Phone
1 877 123.4567

Web Conference Link
www.zoom.com

Access Code
5050

* Sample data. Do not use this in Connect.

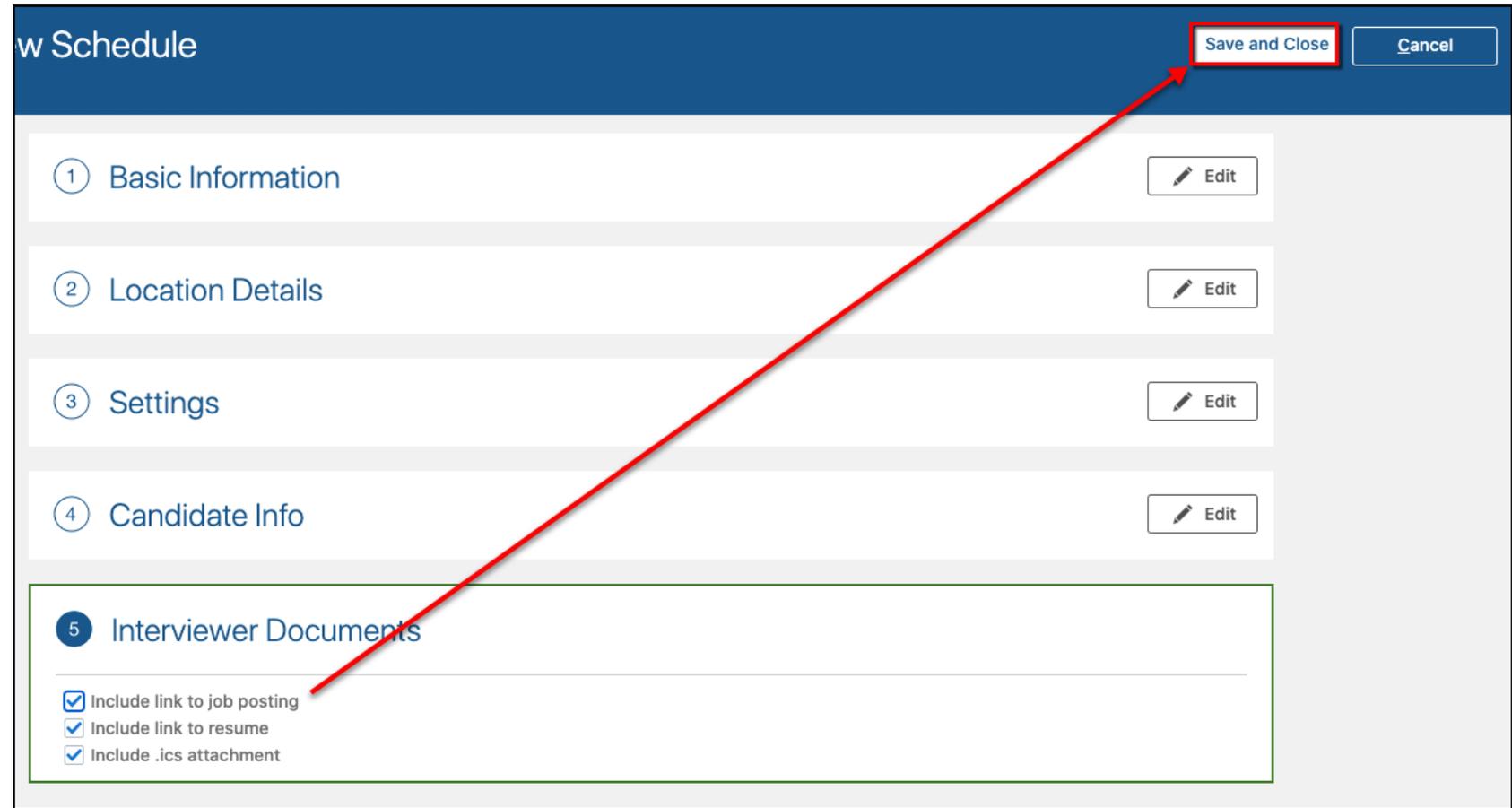
Continue

10. Click **Continue**

15. Select the 3 checkboxes for **Interviewer Documents**

Note: These will be sent to the interviewers when an interview is scheduled

16. Click **Save and Close**



The screenshot shows a web interface for managing interview schedules. The title bar reads "w Schedule" and contains "Save and Close" and "Cancel" buttons. The main content area is divided into five sections, each with an "Edit" button:

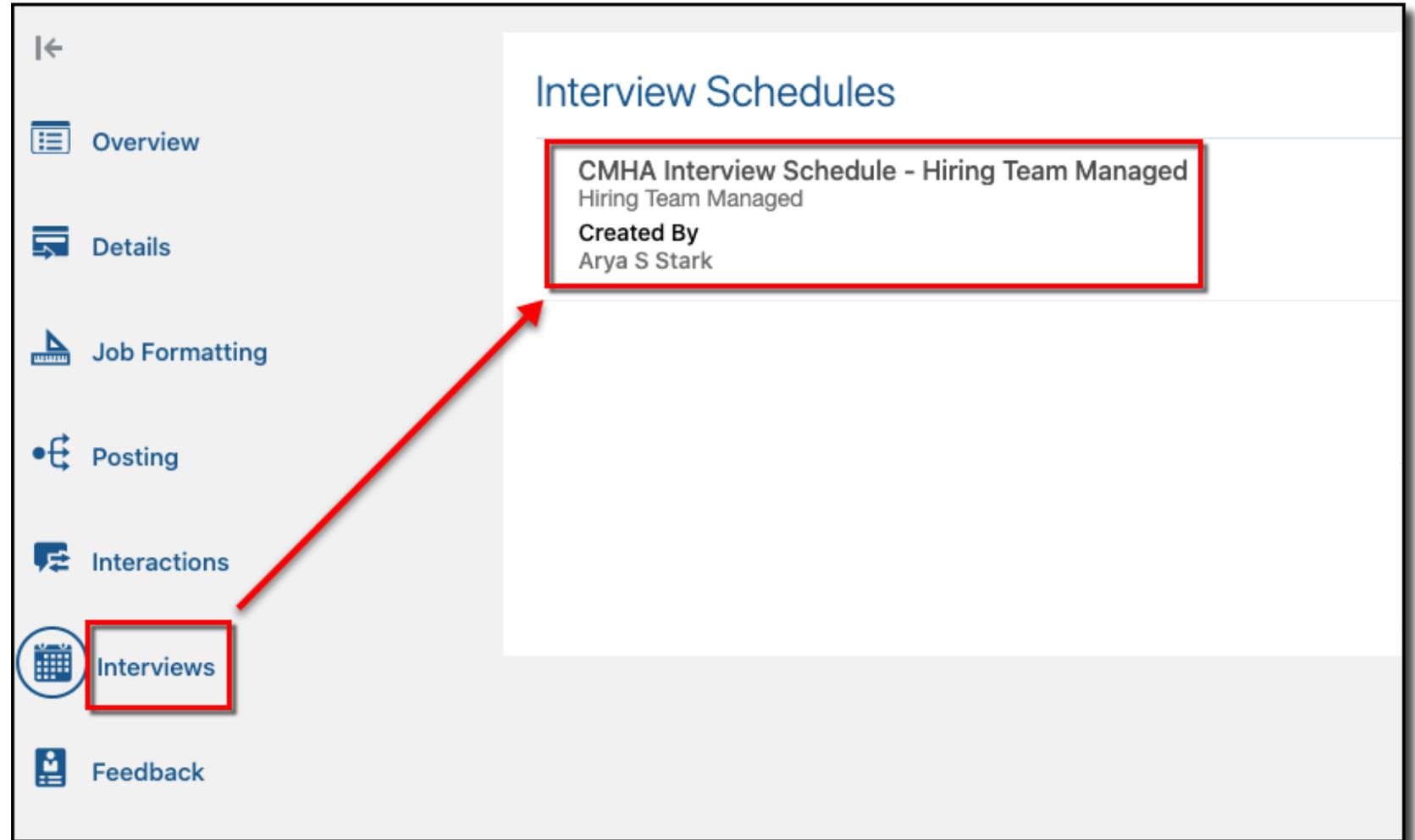
- 1 Basic Information
- 2 Location Details
- 3 Settings
- 4 Candidate Info
- 5 Interviewer Documents

The "Interviewer Documents" section is highlighted with a green border and contains three checked checkboxes:

- Include link to job posting
- Include link to resume
- Include .ics attachment

A red arrow points from the "Interviewer Documents" section to the "Save and Close" button.

17. The **Interview Schedule** template is displayed



After the interview schedule template is created, proceed by scheduling an applicant interview using the newly created template

18. Start by selecting the desired **job requisition** for which the interview will be scheduled and click the **Applications** link for the desired job

The screenshot shows the 'Job Requisitions' interface. On the left is a navigation menu with 'Job Requisitions' highlighted. The main area has a search bar containing 'psych' and a 'Show Filters' button. Below the search bar is a list of requisitions:

Job Requisition	Applications	Prospects
BEHAVIOR PSYCHOLOGIST SR (22) Open - Posted Standard MI, United States	0	0
Psych/Psych Cs On-Call (12) Open - Posted Standard MI, United States	1	0

A red arrow points from the 'Job Requisitions' menu item to the 'Applications: 1' link for the second requisition.

19. Select the desired **applicant**

The screenshot shows the 'Job Applications' interface. At the top, there is a search bar labeled 'Candidate Name or Number' and a 'Show Filters' button. Below this, there are tabs for 'Application Details' and 'Active'. A table lists applications with columns for 'View', 'Status', and 'Sort By'. The first row is highlighted with a red box, showing the applicant 'Wagner Parker, Elizabeth (7382)'. Below the name, it lists 'East Lansing, MI, US' and 'Prescreening score: 1 out of 1'. The status is 'New, To be Reviewed' and 'Phase 1 out of 5'.

View	Status	Sort By
<input type="checkbox"/>	New, To be Reviewed	Create Date - New to Old

20. From the **Interviews** tab, click **Add** to schedule the interview

The screenshot shows the 'Interviews' tab selected in the sidebar. The main content area is empty, displaying a message 'There's nothing here so far.' with a nest icon. A red arrow points from the 'Interviews' tab in the sidebar to the '+ Add' button in the top right corner.

21. Enter the interview **details**

Notice the **Format** details populated when the **Schedule Title** was selected but the fields can be updated based on the type of interview you are actually scheduling

22. Click **Save and Close**

Create Interview
Save and Close
Cancel

Elizabeth Wagner Parker (7382), 12

<p>Requisition Psych/Psych Cs On-Call (12)</p> <p>Candidate Elizabeth Wagner Parker (7382)</p> <p>*Schedule Title CMHA Interview Schemul ▾</p> <p>*Start Date and Time 11/16/2020 2:00 PM 🕒</p> <p>*End Date and Time 11/16/2020 3:00 PM 🕒</p> <p>Interviewers Jana Baylis ▾ Add Another Interviewer</p> <p>Notes to Candidate</p> <div style="border: 1px solid #ccc; padding: 5px; font-size: 0.8em;"> Helvetica ▾ 2 ^ ▾ 🔄 🔄 🗑️ 📄 📧 🗑️ 🗑️ 🔍 🗑️ 🗑️ </div> <p style="font-size: 0.8em;">Enter notes to applicant here</p>	<p>Format Web Conference ▾</p> <p>Phone 1 ▾ 877 123.4567</p> <p>Web Conference Link www.zoom.com</p> <p>Access Code 5050</p>
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23. The **Interview** is displayed for this applicant

Psych/Psych Cs On-Call (12)
Elizabeth Wagner Parker (7382)

Previous Next Actions Move

Interviews + Add

CMHA Interview Schedule - Web Conference Hiring Team Managed	Scheduled	...
Start Date and Time 11/16/2020 2:00 PM	Interviewers Jana Baylis	

24. To view the interview schedule for all applicants for the desired job requisition, return to the **Job Requisition**

Job Requisitions

Requisitions + Add

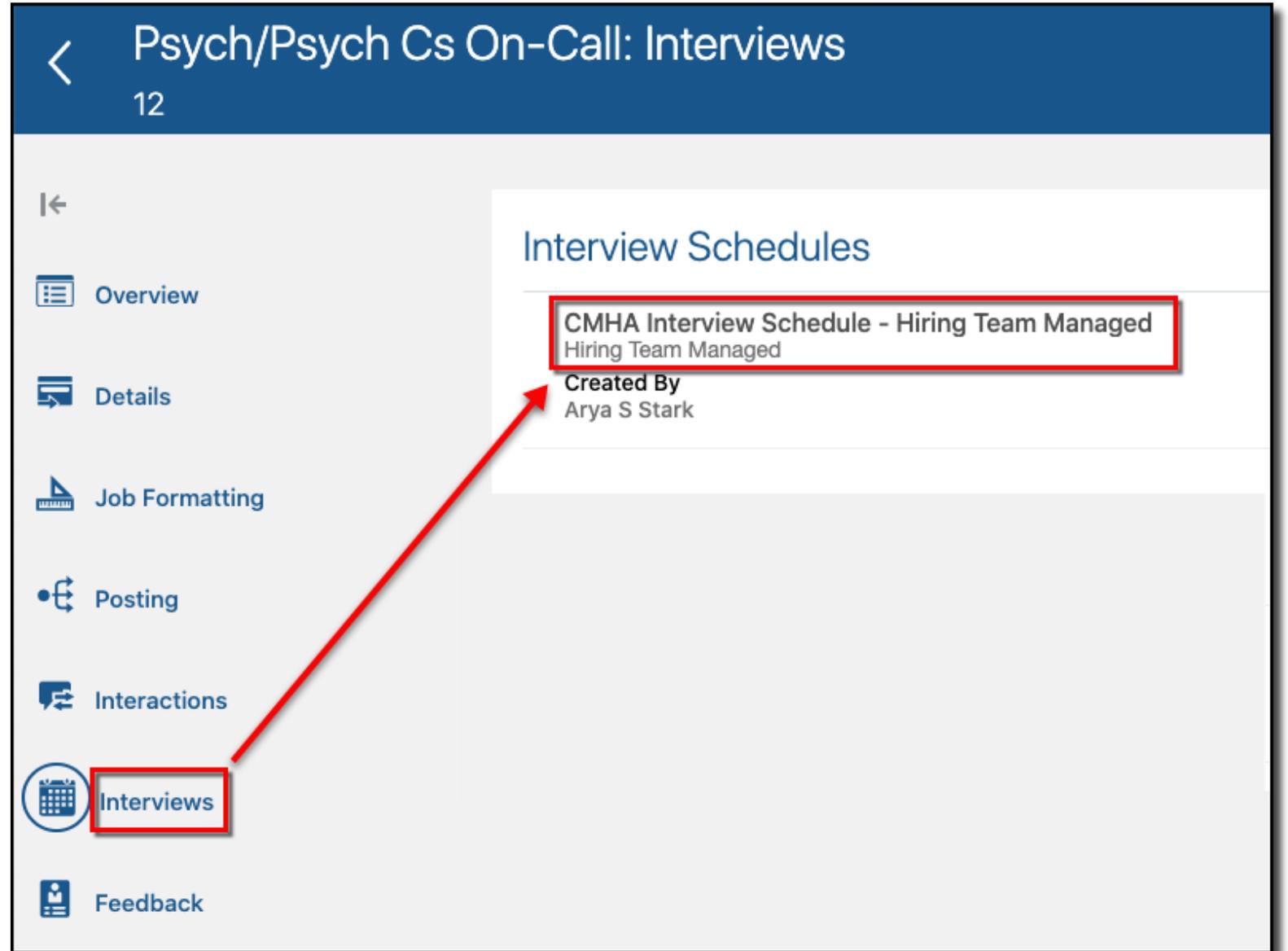
psych Show Filters

Sort By Creation Date - New to O

BEHAVIOR PSYCHOLOGIST SR (22) Open - Posted Standard MI, United States	Applications: 0 Prospects: 0	...
Psych/Psych Cs On-Call (12) Open - Posted Standard MI, United States	Applications: 1 Prospects: 0	...

25. Click the **Interviews** tab

26. Click the desired **Interview Schedule**



27. The applicant interview is displayed on the **Interview Calendar**

End of Procedure

The screenshot shows the 'Interviews' calendar interface. At the top, there are navigation icons and a date range of '11/15/2020 - 11/21/2020'. Below this, the days of the week are listed: Sun 11/15, Mon 11/16, Tue 11/17, Wed 11/18, Thu 11/19, Fri 11/20, and Sat 11/21. The time slots on the left range from 10:00 AM to 5:00 PM. A red arrow points from the 'Mon 11/16' header to a blue event box at the 2:00 PM slot. The event box contains the text '2:00 PM', 'Elizabeth', and 'Wagner Parker'.

	Sun 11/15	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20	Sat 11/21
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM		2:00 PM Elizabeth Wagner Parker					
3:00 PM							
4:00 PM							
5:00 PM							