Recruiting Solutions:
Manage Applicant Interviews
HCM 9.0 Business Process Guide
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Processing Steps</td>
<td>2</td>
</tr>
<tr>
<td>Find Job Openings</td>
<td>2</td>
</tr>
<tr>
<td>Individual Interview Setup</td>
<td>4</td>
</tr>
<tr>
<td>Group Interview Setup</td>
<td>6</td>
</tr>
<tr>
<td>Interview Calendar</td>
<td>7</td>
</tr>
</tbody>
</table>
Introduction

The Manage Applicant Interviews Business Process Guide will provide a high level overview of how to Manage Applicant Interviews within the Recruiting Module.

The Manage Applicant Interviews Process is used to Schedule Interviews with Applicants.

In general, the HCM 8.9 Business Process Guides should be used in the following order:

- Create and Manage Job Openings
- Enter and Manage Applicant Information
- Search for Job Openings and Applicants
- Screen Applicants
- Route Applicants
- Manage Applicant Interviews
- Manage Offers
- Prepare for Hire
- Hire Applicants

The guide listed in bold is the guide you are working on now.
Processing Steps

Find Job Openings

Navigation: Recruiting > Find Job Opening

1. Enter the Job Opening ID
2. Enter the Status of the Job Opening (Open)
3. Click Search

Find Job Openings

Enter Search Criteria

1. Search
2. Reset

- Job Opening ID: 1535
- Status: Open
- Most Recent Activity:
- Job Opening Type:
- Display Jobs:
- Manager:
- Recruiter:
- Originator:
- Business Unit:
- Position #:
- Title:
- Recruitment Contact:

3. Search
   Reset

Create New Job  Browse Job Openings  Find Job Postings
• Click on the job Opening title you’ll be working with
• If it is not in the list Click ‘Click the icon to open Job Opening Search Criteria’ and start over

Find Job Openings

- Click icon to open Job Opening Search Criteria

1 Results Found

<table>
<thead>
<tr>
<th>Job Opening</th>
<th>ID</th>
<th>Type</th>
<th>Location</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool - Nurse Practitioner</td>
<td>1535</td>
<td>Continuous Job Opening</td>
<td>CSU Dominguez Hills</td>
<td>04/06/2011</td>
</tr>
</tbody>
</table>

Select All Deselect All Select Action... Go

Create New Job: Browse Job Openings Find Job Postings

• Click on the results
• In the Manage Applicants area, select the candidate(s) that has been scheduled for an interview
Note: The interviews may be set up two ways
   1. Individually, one candidate at a time
   2. As a group, several at one time

Individual Interview Set up

- In the Take Action area, on the Select Action menu, select Manage Interviews
• Select ‘Notify Interview Team’
• Select ‘Notify Applicant’
• For all interviewees and Applicants Enter
  1. Interview date
  2. Start time
  3. Estimated end time
  4. Time zone (PST)
  5. Interview Type
     a. Campus
     b. Phone
     c. In house
  6. Location
There is no need to enter more interviewers. Interviewers are approved by HR and should appear here. If not, contact HR.

• Click Save and Submit to send a REMINDER email to the team and the applicant(s)

A notification will appear in the Careers home page as well, for the applicant
Group Interview Setup

- In the Group Action area, select Manage Interviews

- Complete the same process as above for all interviewees and Applicants
## Interview Calendar
Navigation: Recruiting > Interview Calendar

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shot</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Enter the Date of the week you wish to review</td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
<tr>
<td>- You should be able to see those candidates who were scheduled for interviews along with the job opening, time, and location of the interview</td>
<td></td>
</tr>
</tbody>
</table>

**Display Week Of:** 10/31/2005

### 2005-11-01

<table>
<thead>
<tr>
<th>Tuesday</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elen John</strong></td>
<td>3:00PM -</td>
<td>3:30PM</td>
</tr>
<tr>
<td><strong>Location:</strong> Room 213</td>
<td><strong>Job Opening:</strong> 999508</td>
<td></td>
</tr>
<tr>
<td><strong>Michael Jordon</strong></td>
<td>4:05PM -</td>
<td>4:35PM</td>
</tr>
<tr>
<td><strong>Location:</strong> Room 213</td>
<td><strong>Job Opening:</strong> 999508</td>
<td></td>
</tr>
<tr>
<td><strong>Jennifer Lopez</strong></td>
<td>3:35PM -</td>
<td>4:00PM</td>
</tr>
<tr>
<td><strong>Location:</strong> Room 213</td>
<td><strong>Job Opening:</strong> 999508</td>
<td></td>
</tr>
</tbody>
</table>