Inviting multiple candidates to interview to select a slot

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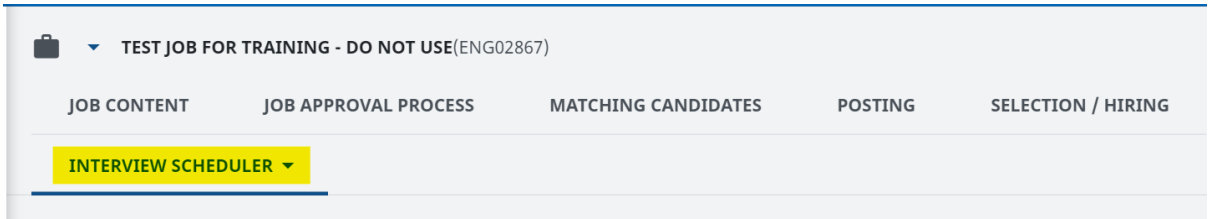
1. Introduction

Talentlink is introducing a slightly new Interview Scheduler and new interviews will need to be set up following the guidance below.

The 'Interview Scheduler' tab/functionality remains the same - you will still be able to create interview slots via this tab – please see below screenshot:



Any interviews set up before **27th May 2024** will remain functional and viewable on the site.

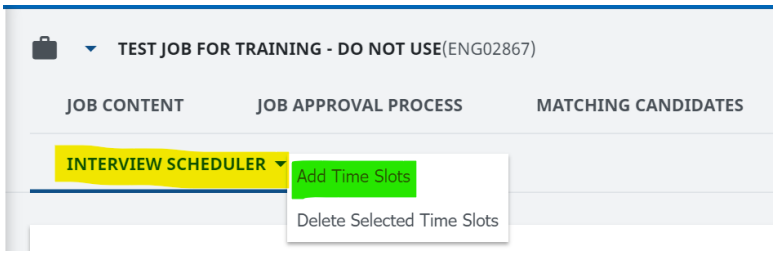
2. Information needed

Before proceeding to this stage please ensure you:

- Have moved all applicants to *'In Process'* status on Talent Link.
- Have the completed Interview Schedule form from the hiring manager/department which contains all interview details required to set up the invites.

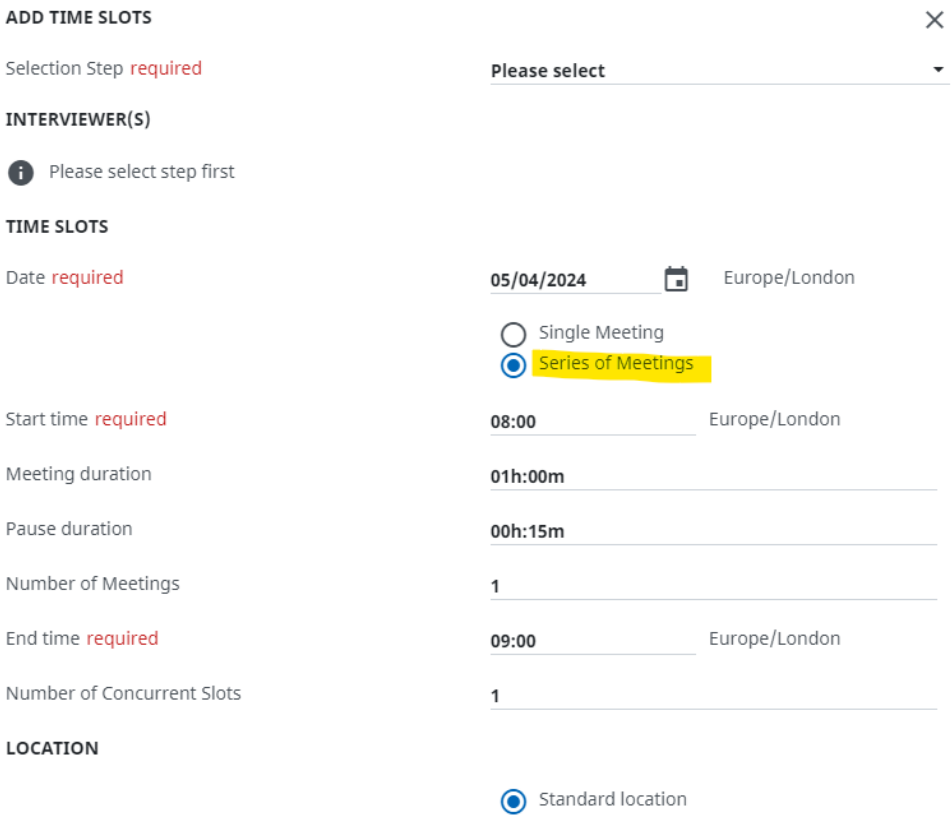
3. Inviting multiple candidates to pick a timeslot

- First create the time slots for the interviews via the **Interview Scheduler** tab - click on the arrow next to it and select **Add Time Slots**.

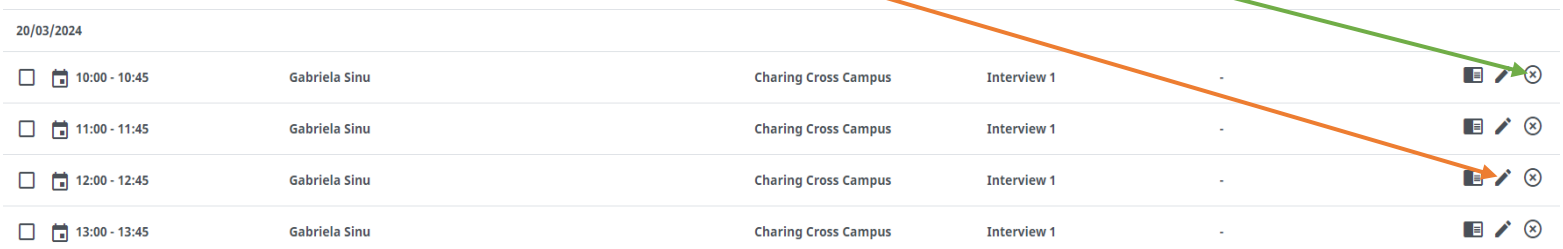


A pop-up will open – please complete the fields as per below:

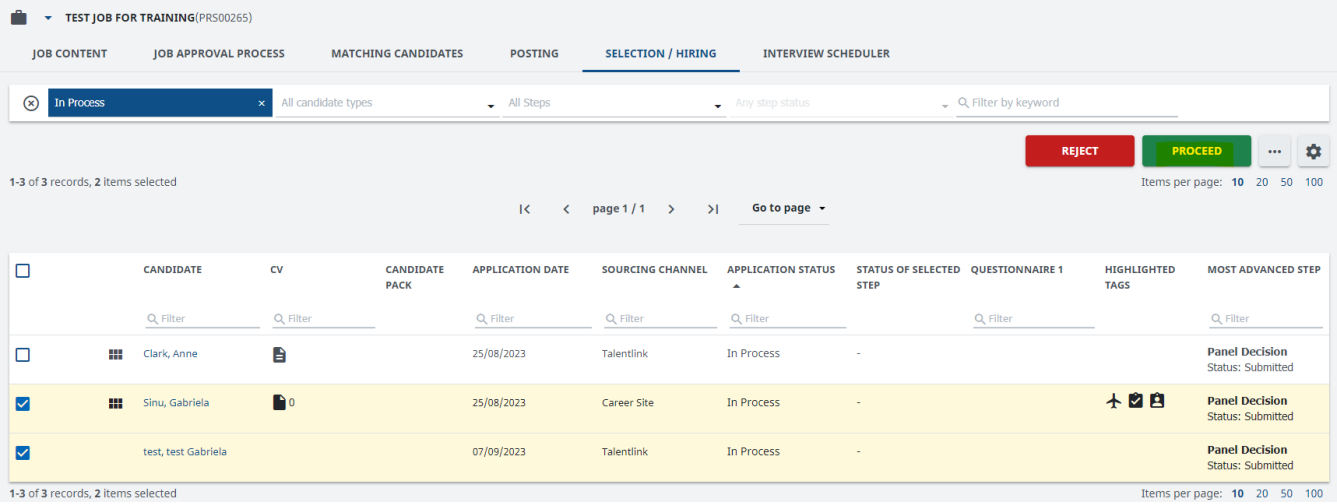
- ***Selection Step:*** Pick Interview 1. Only pick Interview 2 if you are scheduling a second interview for a candidate or the candidate had previously declined the original invite.
- ***Lead Interviewer:*** Members of the operational team will be listed. Whoever is picked will receive updates each time a candidate picks an interview slot (this functionality can be turned off when sending the invites).
  Best practice is to list yourself here to prevent the hiring manager/panel from receiving too many unnecessary emails in their inbox. Panel members are able to monitor the interview scheduler tab in their Talent Link account.
- ***Date:*** Pick the date of the interview. If interviews are conducted over several days, you will have to redo the 'Add Time Slots' step as many times as needed.
- Make sure to tick **Series of Meetings** so you can create multiple slots at once.
- ***Number of meetings:*** Add the number of slots you wish to create (typically the number of candidates invited). Click the Tab key on your keyboard. The end time will be automatically populated.
- ***Number of concurrent slots***: Leave as 1.
- ***Location:*** Click on Standard location for interviews on campus/remote. You can also use 'one time location' if your location is not listed under standard location.
- Click **SAVE**



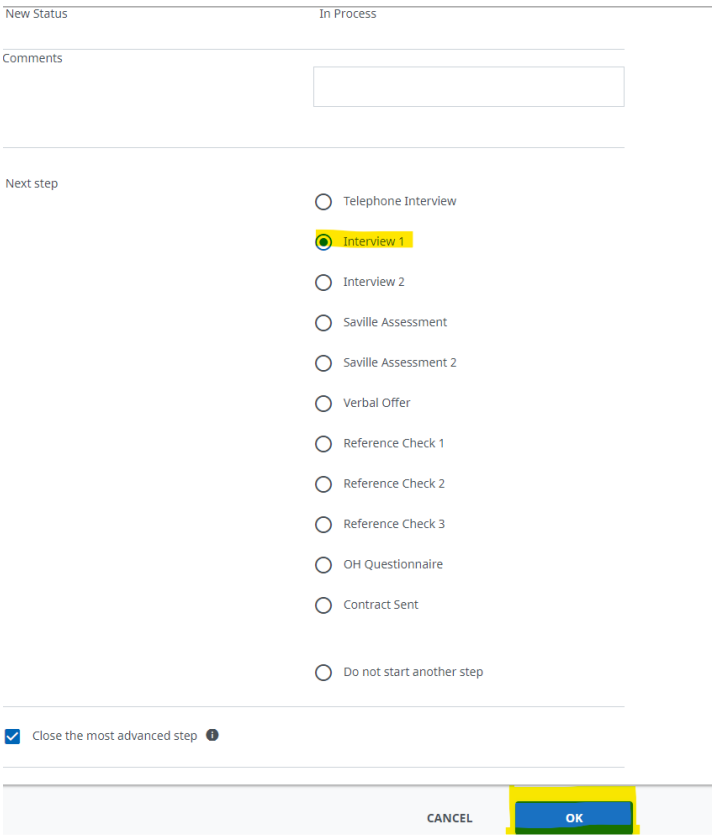
- Your Interview Scheduler is now set up – should you need to edit a specific time you can do so by clicking on the **edit** button. You can also **delete** a row if the timeslot is not needed anymore:



- Next go to the **Selection/Hiring** tab to see the list of candidates.
- Tick the names of the candidates shortlisted and click on **PROCEED**:



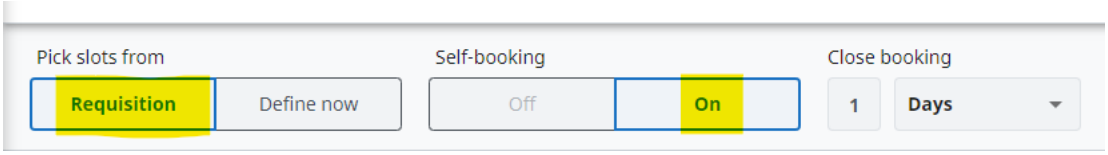
- A pop-up will then open, please click on **Interview 1** and click **OK**.



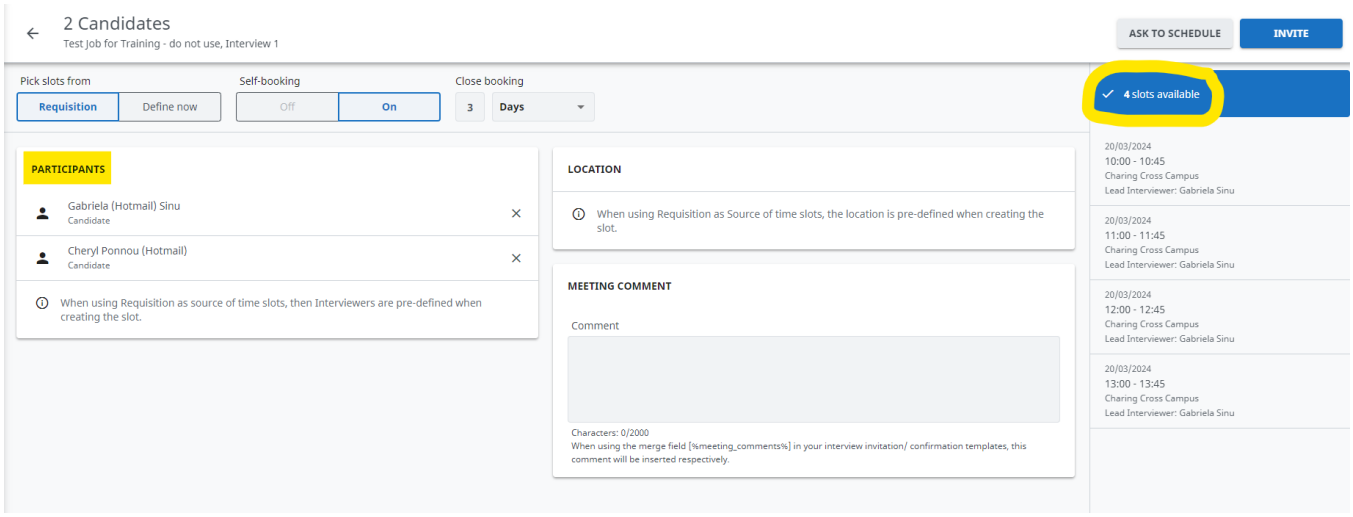
On the new page that appears, please pay attention to the following:

- Ensure that under the **'Pick slots from'** section you have **Requisition** selected (this option must be selected when inviting candidates to interview using the slots created from the Interview Scheduler):
- Please also ensure that **Self-booking** has been switched '**On**' (this must be selected to allow candidates to select and book a time slot once they receive your invite)
- The 'close booking' feature allows you to control the time a candidate has to book a time slot. For example, if the hiring manager decides that time slots can only be

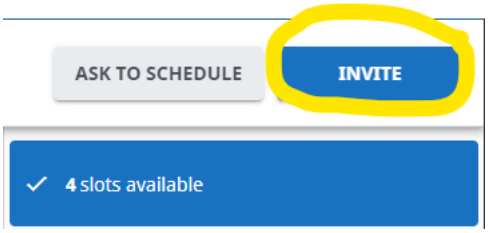
booked until 1 day before the interview, you can now select this feature (days/hours available):



- This page also allows you to preview the shortlisted candidates and allows you to preview the interview slots you previously created:



- Once you are happy with all the information on this page, please click on the **INVITE** button in the top right corner:



- A pop-up will open to let you prepare the emails for the candidates and panel members (if required).

a. *Invite candidate(s):* the grey button cannot be edited as the first email will automatically be sent to all candidates with a link which allows them to pick a time slot (you can preview the message by clicking the pencil icon)

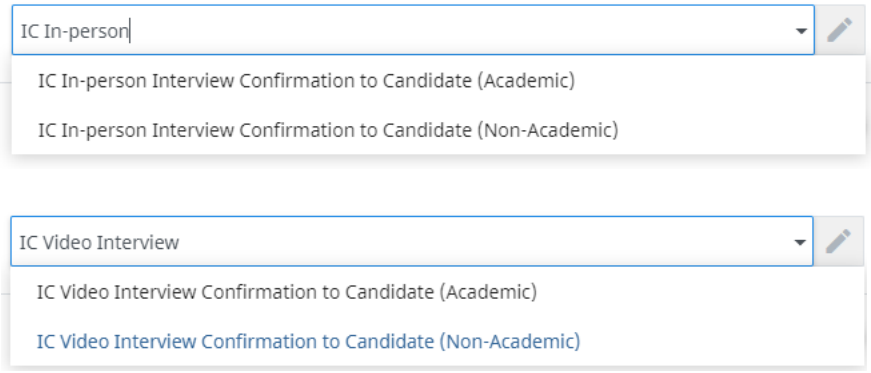
b. *Slot selection confirmation to Candidates:* This is the second email the candidate will receive once they have picked a timeslot. <u>You will need to edit the template by clicking on the pencil icon to add the specific details of the interview</u>.

The current selected template is for remote/video interviews for non-academic posts. If you need to pick one of our other templates, delete the current template and start typing the name of the template you would like to use.

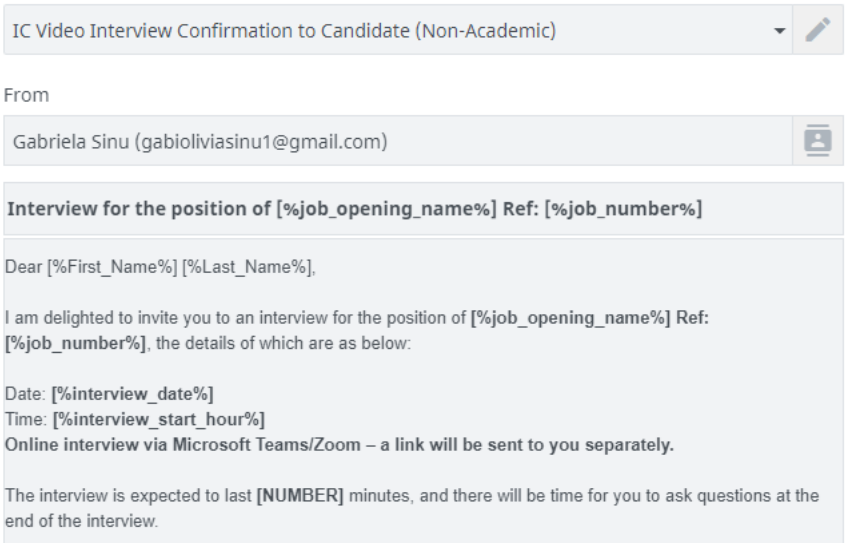
There are four templates to pick from:

IC In-person Interview Confirmation to Candidate (Academic or Non-Academic)

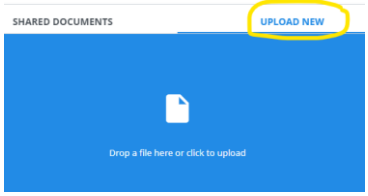
IC Video Interview Confirmation to Candidate (Academic or Non-Academic)



In the template, all details listed between brackets and percentages [%...%] will be automatically pulled through to match the vacancy and interview times – **please do not touch these fields**. All other details will need to be edited or deleted as needed.



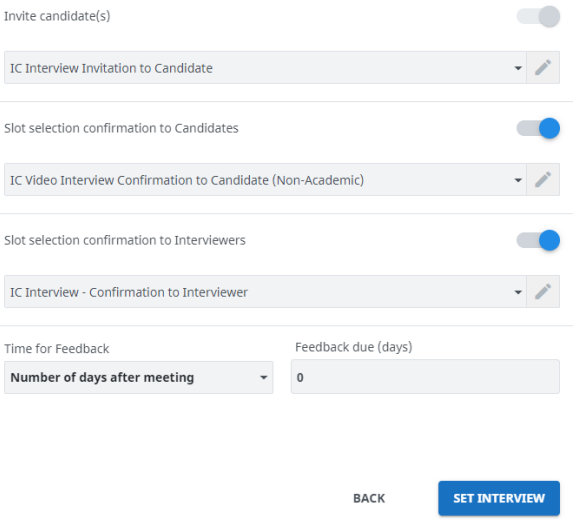
You can also add an attachment with the interview invite email if you wish, to do this please click on ‘Add Attachment’ at the bottom of the email template and then select ‘Upload New’:



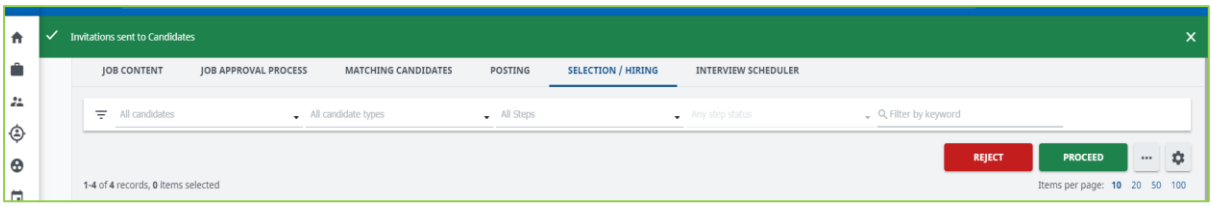
c. *Slot selection confirmation to Interviewer:* If you leave this ticked, this will send an email to the Lead Interviewer (listed when creating time slots) every time a candidate chooses a time slot/re-schedules/declines. This is **optional** and is **not recommended** as it can create a lot of additional emails in the interviewer's inbox.

d. *Time for Feedback*: Switch Feedback due (days) to **0** as we are not using this feature.

Once you are happy with the set-up and the email to be sent to candidates, click **Set Interview – please remember that clicking 'set interview' will trigger the email(s) to the candidate(s).**



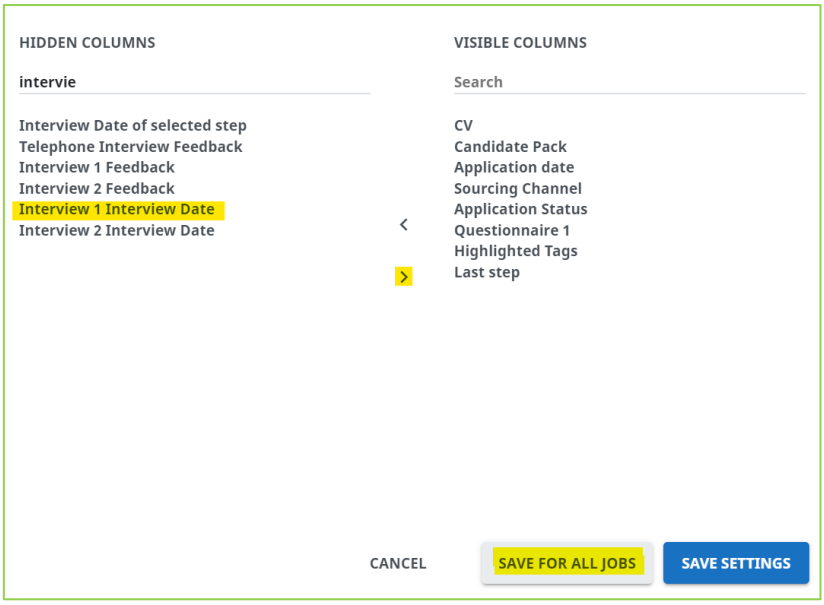
A green pop-up will appear to say that the invitations have been sent.



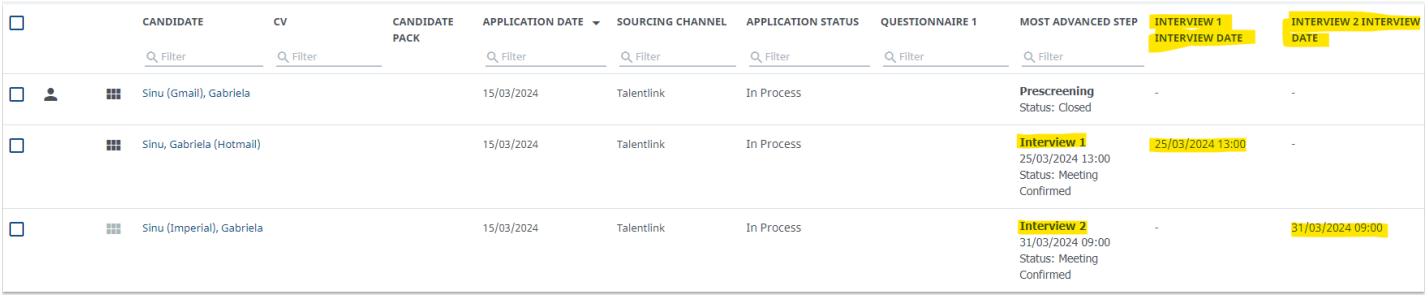
4. Checking candidates' replies

To monitor which candidates have selected or not selected a time slot, go to the **Selection/Hiring** tab first.

You will need to set up a new column for all jobs. Click on the . A pop-up will open. In Hidden Columns search for "Interview 1 Interview Date "(the same principle applies to Interview 2 Interview Date). Click on it and click on **>**. Once the column is in Visible Columns, you can click on **Save for All Jobs**.



Once set up, you will have new columns added to the display of candidates. When candidates have booked on a slot you will see the date and time as below and you can select to filter in date order.



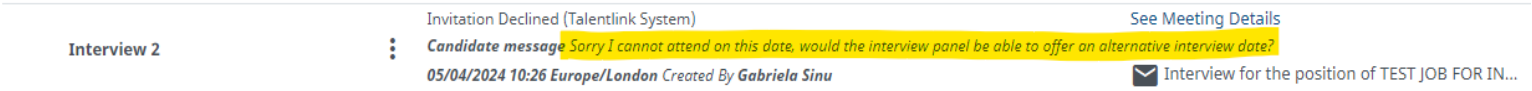
CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	QUESTIONNAIRE 1	MOST ADVANCED STEP	INTERVIEW 1 INTERVIEW DATE	INTERVIEW 2 INTERVIEW DATE
Sinu (Gmail), Gabriela			15/03/2024	Talentlink	In Process		Prescreening Status: Closed	-	-
Sinu, Gabriela (Hotmail)			15/03/2024	Talentlink	In Process		Interview 1 25/03/2024 13:00 Status: Meeting Confirmed	25/03/2024 13:00	-
Sinu (Imperial), Gabriela			15/03/2024	Talentlink	In Process		Interview 2 31/03/2024 09:00 Status: Meeting Confirmed	-	31/03/2024 09:00

Statuses remain the same and will be listed in the Most Advanced Step column.

- "Meeting confirmed" if the candidate has picked a timeslot

- "Invitation sent" if the candidate hasn't replied

- "Invitation Declined". To learn more, click on the candidate's name, and check the **Interview 1 selection step** to see if they have written a message when declining the interview (please see below screenshot as example):

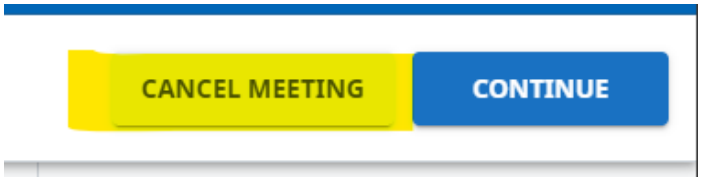


5. Editing Invites

a. Candidate wants to cancel their interview

Click on the candidate's name – once the next page opens, go to the *Interview 1 Selection Step* and click on **See Meeting Details**:

In the pop-up, please click **Cancel Meeting** in the top right corner:

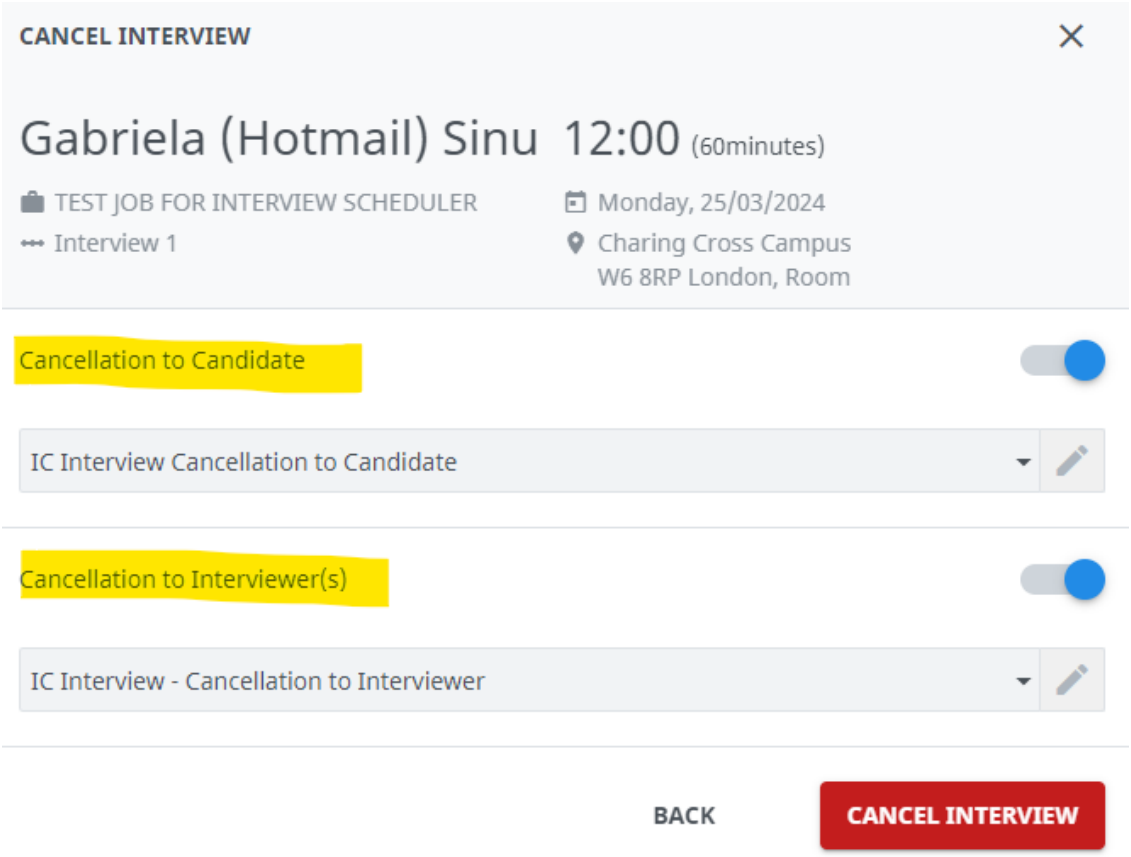


Another pop-up will open – here you can decide who will receive the Interview Cancellation email.

If you leave the toggle on for the Cancellation to Candidate – this will send an email to the Candidate to confirm interview cancellation.

If you leave the toggle on for Cancellation to Interviewer – this will send an email to the Lead Interviewer (listed under the Interview Scheduler when initially creating time slots) to confirm interview cancellation.

You may wish to switch both of these toggles off and just Cancel Interview if the candidate/hiring team have already been informed of the interview cancellation via email.



Once you have clicked **Cancel Interview**, the candidate's name will be removed from the interview scheduler.

At this point, please also remember to update the candidate's application status to ***'withdrawn'*** as this is crucial for reporting purposes.

b. Candidate declined original interview invite, but is available for another time/date

If the candidate rejected *Interview 1* and the hiring team are happy to offer an alternative slot, you will need to create a new slot under *Interview 2*.

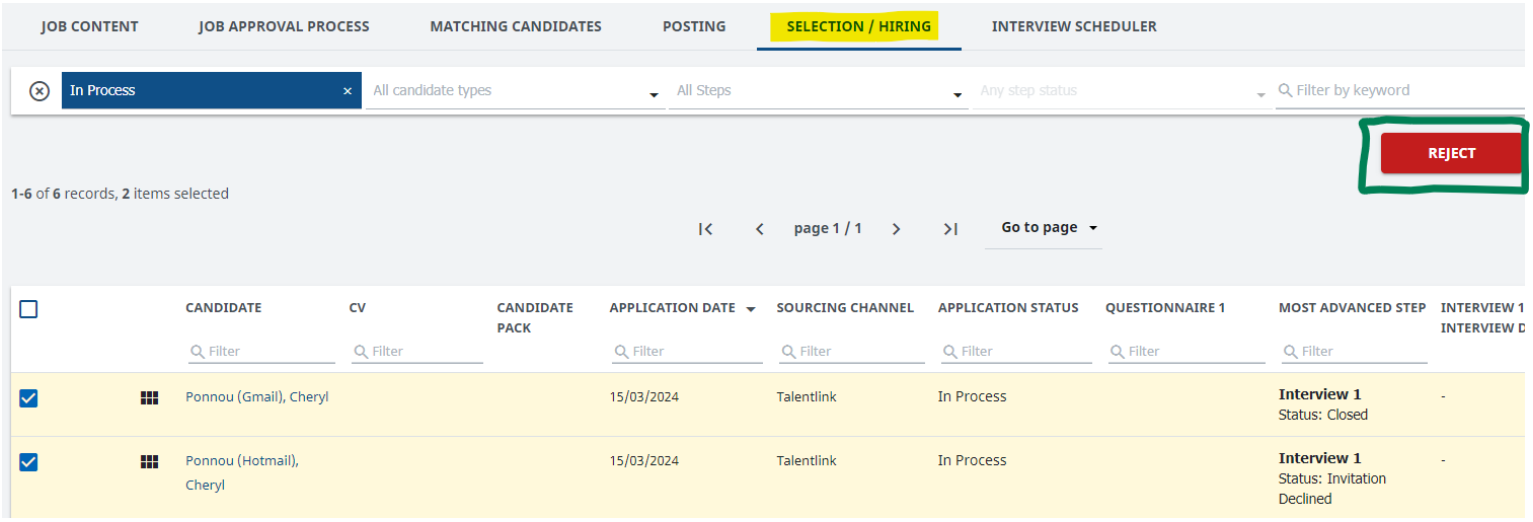
First create a new time slot specifically for this one candidate, please **see section 3** on how to create a time slot. **Please remember to select Interview 2 when creating this new time slot.**

To then invite the candidate to interview and assign this specific time slot to them please view the other Interview Guidance document which covers inviting a candidate to a single slot.

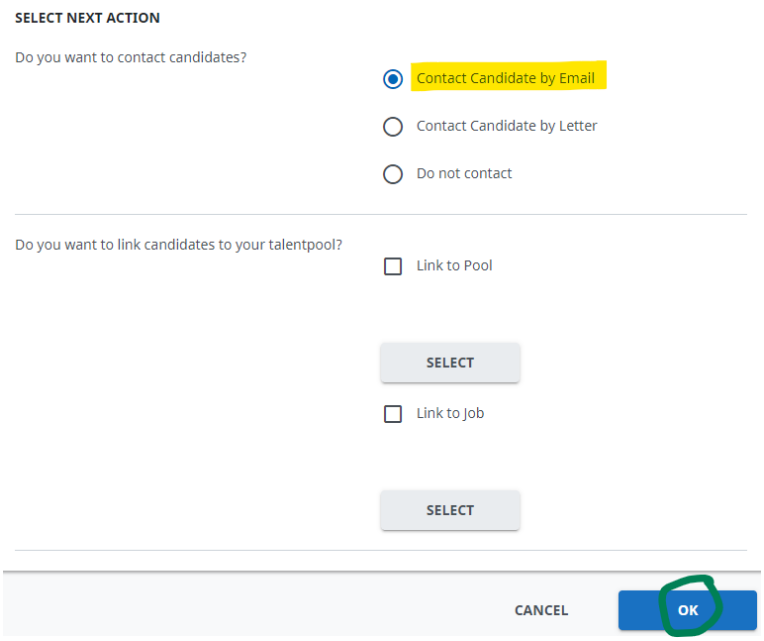
6. Rejecting candidates

Candidates who are not shortlisted for interview or are being rejected after interview should be informed of the outcome in a timely manner. To do so please click on the **Selection/Hiring** tab.

Please then select the candidates that need to be rejected and click on the red **REJECT** button in the top right corner:



In the pop-up that opens, please ensure you select **'contact candidate by email'** and click **OK**:

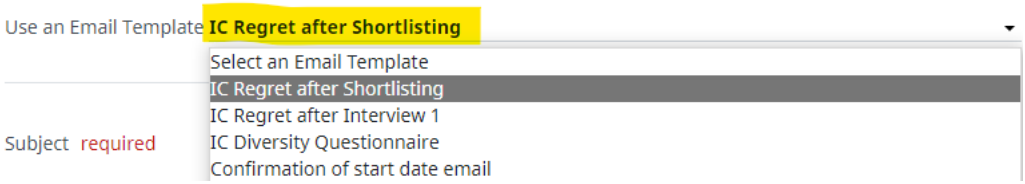


In the next pop-up please ensure to select the correct email template when reject the selected candidates:

- When rejecting candidates who have not been shortlisted, please use: *IC Regret after Shortlisting.*
- When rejecting candidates who have been interviewed, please use: *IC Regret after Interview 1*.

Once you have selected the correct email template, please click **SEND**.

Please note that once you click SEND, the rejection emails will be triggered off to the selected candidates.



For any queries or issues, please email support.jobs@imperial.ac.uk.