Inviting candidates to interview on Talentlink

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1. Introduction

Interviews should normally be set up via Talentlink so all information relating to the candidate’s application is kept in one place. If interviews are set up outside of Talentlink, candidates should still get updated on Talentlink (see 7). This is critical for data purposes.

2. Information needed

To proceed to the interview, make sure you have:

➢ The names of all the candidates shortlisted
➢ The date, start and finish times of the interviews and whether there will be a break in between each interview.
➢ The venue details or the online link for the interview (if not known, this can be sent to the candidate at a later stage).
➢ The names and job titles of the panel members
➢ The details of any tests or presentations (attachments can be added to the invitation).

Before moving on to the Interview stage, make sure all candidates are set to the In Process status.
3. Setting up the Interview Scheduler

On the vacancy’s page, click on the Interview Scheduler tab. Then click on the arrow next to it and select Add Time Slots.

A pop-up will open. Complete the fields as per the below:

Selection Step: Pick Interview 1. Only pick Interview 2 if you are scheduling a second interview for candidates or the candidate had previously declined the original invite (see 6b).

Lead Interviewer: Members of the operational team will be listed. Whoever is picked will be able to receive updates each time a candidate picks an interview slot (this functionality can be turned off when sending the invites).

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 invite multiple candidates at once.

Number of meetings: Add the numbers of candidates to interview. 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. When organising a remote interview, click on One time location and enter the name of the software used (Microsoft Teams, Zoom…) in the Location Title field.

Click Save.
The 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.
4. Sending invites

a. When candidates can choose their own time slot

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 opens. Click on **Interview 1** and click **OK**.

Another pop-up opens to define the meeting. Four options are listed, but make sure to tick the last option **Invite using Interview Scheduler (e-booking)** so the correct details appear.
Once **Invite using Interview Scheduler (e-booking)** is ticked, the pop-up will list options to notify candidates.

*Preview list of slots available for this step:* You can click on the arrow next to it to check the times entered in the Interview Scheduler are all correct.

*Receive notification:* Leave Yes ticked.

*Invitation to Candidate:* Leave this as is. Talentlink will automatically add a link to the timeslots set up on the Interview Scheduler for the candidate to pick.

*Confirmation to Candidate:* This is the second email the candidate will receive once they have picked a timeslot. The default template for both Academic and Non-Academic roles is for Video interview.

If the interview will be in person on campus, click on the **pencil** button.

Then search for the template called **IC In-person Interview Confirmation to Candidate (Non-Academic)** or the Academic version if required.
You will need to edit the chosen template with all the required details of the interview.

To do so, click on the + next to Confirmation to Candidate. In the template, all details listed between brackets and percentages [%...%] will be automatically added to match the vacancy and interview times. All other details will need to be edited or deleted as needed.

Email attachments: If you need to send the candidates a specific document, click on Add a New Document. A pop-up will open. Click on Upload a new Document. Choose the file to upload and click Save.

Confirmation to Interviewer(s): If you would like the person listed as Lead Interviewer on the Interview Scheduler to receive an email confirmation each time a candidate accepts a timeslot, leave Send communication? ticked. If you would rather check candidates’ statuses on Talentlink, untick Send communication? to the interviewer.

Once you are happy with the template to send to candidates, click Submit.
An automated message from the system will let you know once all candidates have been invited.

b. Candidates are linked to a specific time slot

On the Interview Scheduler tab, click on Invite (the notebook icon) next to the first time slot.

A pop-up opens. It will show the date and time of the interview.

Candidate: Pick the candidate to be invited for that specific time slot from the dropdown.

Meeting feedback due date: Leave blank.

Receive notification: Leave Yes and Send Confirmation to Candidate(s) ticked.

Template: Click on small arrow next to IC Interview Confirmation to Candidate to see the template and edit it as necessary.

As the candidate will not pick their own timeslot, they will have to confirm their attendance via email, so make sure to leave “I would be most grateful if you could acknowledge receipt of this invitation and confirm your attendance.” at the bottom of the template so they email you.

If you require to send a different interview template, click on Advanced Search to find it.
Pick from the four options currently used:

IC Video Interview Confirmation to Candidate - Academic/Non Academic
IC In-person Interview Confirmation to Candidate - Academic /Non Academic

Send Confirmation to Interviewer(s): If left ticked, the Lead Interviewer will receive an email once you send the invite. It is advised to untick it so as not to create confusion as candidates will have to confirm their attendance via email.

Click Send. The name of the candidate will appear next to the chosen slot on the Interview Scheduler.
5. Checking candidates’ replies

To see candidates who have picked a time slot, go to the Interview Scheduler tab:

If not all candidates have accepted a timeslot, go to the Selection/Hiring tab to see if some candidates might have declined their interview.

You will see the status of their interview in the Last Step Column (If you do not see a Last Step column on your screen, check Appendix 1 to learn how to add it)

The statuses will either be:

- “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 step to see if they have written a message when declining the interview.

See the section below (6) on how to edit invitations if the candidate cannot make the original time.
6. Editing invites

a. Candidate needs to cancel their interview

Click on the candidate’s name.

In Selection Steps, go to Interview 1 and click on See Meeting Details.

Click on Cancel Meeting.

Another pop-up opens. Make sure that Send Communication? for Cancellation to Candidate is ticked.

Click Save. The candidate is no longer listed on the Interview Scheduler and their timeslot is available.

Remember to update the candidate’s Application Status to Withdrawn and pick the correct Reason for Change.

b. Candidate needs to move the time of their interview

Click on the candidate’s name.

In Selection Steps, go to Interview 1 and click on See Meeting Details.
A pop-up opens. Click on **Change Meeting Details.**

![Meeting Details](image)

A pop-up opens. Tick the new timeslot required.

Confirmations can be sent to the candidate and/or the Lead Interviewer. If required, then tick those two options and edit the template to the candidate as required.

Click **Send.** The candidate will have moved to their new timeslot on the Interview Scheduler.

**c. Candidate declined the original invite, but is available for another time**

As the candidate has rejected their Interview 1, they will need to be invited to Interview 2.

To do so, create a new timeslot in the Interview Scheduler *(see section 3).* For Selection Step, pick **Interview 2.**

You can then invite the candidate directly to the timeslot *(see section 4b).*
7. How to add candidates to Interview Step without sending any emails

Go to the Selection/Hiring tab and click on the candidate’s name.

Go to the Interview 1 step. Click on and select Continue in the drop down menu.

A pop-up will open. Click on Complete steps yourself without submitting to anyone else and click Okay.

The candidate’s Interview 1 step will now be marked as Closed on the system:
<table>
<thead>
<tr>
<th>Interview Type</th>
<th>Status</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Interview</td>
<td>(Unassigned)</td>
<td></td>
</tr>
<tr>
<td>Interview 1</td>
<td>Closed (Demathieu Deborah)</td>
<td>Proceed</td>
</tr>
<tr>
<td>Interview 2</td>
<td>(Unassigned)</td>
<td></td>
</tr>
<tr>
<td>Offer Acceptance</td>
<td>(Unassigned)</td>
<td></td>
</tr>
</tbody>
</table>
8. Rejecting candidates

Candidates who are not shortlisted for interview should be sent a rejection email in a timely manner. To do so:

Click on Selection/Hiring and tick the candidates that need to be rejected.

Click on Reject.

A new pop-up opens.

In Select Next Action, click on Contact Candidate by Email.

Click OK.
Another pop-up opens. Pick the correct email template to send to the rejected candidates. When rejecting candidates who have not been shortlisted, use: *IC Regret after Shortlisting*. When rejecting candidates who have been interviewed, use: *IC Regret after Interview 1*. Click **Send**.
Appendix 1: Adding a Last Step column to the list of candidates.

Go to Selection/Hiring.

Click on \( \text{ } \). In Hidden Columns, click on \textbf{Last Step} and click on \( > \).

Click on \textbf{Save for All Jobs}.