

Interview Dashboard



Manage your interviews

- ✓ Within this module, you can define the availability for any interviewers in the system and also view any upcoming interviews.
- ✓ Once interviewer availability has been defined in this system, these times pre-populate in the interview booking module when the relevant interviewer is selected, effectively making any slots created in this area, global slots.

- ✓ In order to create interviewer availability, navigate to the Manage Interviewer Availability area using the navigation tool bar.
- ✓ From here you can view your own availability and check on other Interviewers Availability in the system

The screenshot displays the 'Interview Dashboard' interface. At the top, there is a navigation bar with a 'Home' link. The main content area is divided into two columns. The left column is titled 'Interviewer Availability' and contains a '+ Add Availability' button. Below this, there are two sections: 'My Availability (0 Entries)' and 'Others Availability (0 Entries)'. A light blue information box is present, stating: 'You have no availability defined. Would you like to add availability now?'. The right column is titled 'Interviews Scheduled Today' and contains a table with columns: Applicant Name, Time, Location, Vacancy, and Progression Stage. Below this table, a message reads: '✓ You have no interviews for today'. Below that, there is a section for 'Upcoming Interviews - Next 7 Days' with a table containing two rows of interview data.

Applicant Name	Time	Location	Vacancy	Progression Stage
Lydia Small	02/11/2018 09:00 AM – 02/11/2018 02:00 PM	Manchester, Greater Manchester, M1	Senior Human Resource Officer	Invite to 2nd Interview
Neil Duffy	02/11/2018 09:00 AM – 02/11/2018 10:00 AM	Manchester, Greater Manchester, M1	Senior Human Resource Officer	Invite to 2nd Interview

- ✓ From this screen you are able to remove any availability that has been previously been created for either yourself or additional interviewers.
- ✓ You are also able to bulk remove slots by clicking on the box at the left hand side and navigating to bulk actions on the top right of the screen.

Manage your interviews

- ✓ In order to add availability, simply click on the "Add Availability" button on the top left of the screen.
- ✓ This will load the slot creation tool where you can add create slots either individually using the "Single Entry" option or add a number of slots using the "Multiple Entries" option.

Add new availability for: Neil Duffy

Single Entry | Multiple Entries

Slot Type
Interview

Date: [] Time From: [] Time To: []

Location: []

+ Add Availability

Add new availability for: Neil Duffy

Single Entry | Multiple Entries

Start Date: [] Start Time: [] Duration (mins): 30 minutes Number Of Entries: 1

Location: []

+ Add Availability

- ✓ The first option to choose when creating a slot is to select who you are adding availability for at the top of the Availability Pop-Up
- ✓ When creating a single slot you are able to either create a regular interview slot or create a slot for an assessment centre where multiple candidates can attend.
- ✓ Once you have selected the slot type, you then need to define the Date, The Start Time of the Interview, The End Time of the Interview and the Location of the Interview.
- ✓ When adding availability for multiple times the extra option you have is to add the duration of the slots. The Multiple Entries options allows you to create parallel slots to one another after a given duration. E.g. if you have a start time of 9am and have a duration of 30 minutes with 6 slots available it will create 6 slots every 30 minutes.