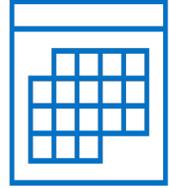


UCD Interview Scheduler Board Members Guide



Interview Scheduler

Candidates can now select their interview timeslots through the system. The Board as a result can now export the interview schedule in real time.

1. Shortlist

- Once the shortlist is agreed by the Board, the Resourcing administrator will liaise with the Hiring Manager to agree the date and time for interviews.

2. Setup

- Resourcing will then create the schedule in eRecruitment and candidates will receive an email asking them to log in and self-select their preferred time.

3. Selection

- Internal candidates will login via ESS while external candidates will login via eRecruitment to select a time.

4. Export

- The Board will be able to view the selection of timeslots in real time and can export the schedule immediately to Excel.

1. Login to ESS and select “My Recruitment.”
2. On the “Interviews” tab on the right-hand side select “View All”. This may show as 0 as the default is set to interviews occurring within the next 5 days.

Interviews VIEW ALL

Area	Items	
Interviews	0	VIEW

3. Under the “Interview Details” tab select “All’ in the dropdown option.

Interview Details

Search interviews

Interview Date	Title	
		<input type="button" value="ALL"/>
		<input type="button" value="Next 5 days"/>

4. Click on the interview date for your competition and the candidates who have selected interview timeslots will appear under the applicant details section.
5. Click on “Export Schedule” to export the schedule into Excel.