Scheduling Interviews in HCM Recruiting

This guide will cover:
- Scheduling an interview through the recruiting system for benefited positions only.

Steps in this Process Include:
1. Send the recruiter/EEO your candidate matrix
2. After the recruiter/EEO reviews and approves, contact the candidate to request and arrange an interview
3. Changing the step/status of appropriate candidates in the recruiting system to interview scheduled
4. Entering the interview information in the recruiting system for scheduling

Although this guide outlines the basic steps of the systematic process, remember the Human Resources Employment and Staffing Partners (307-766-2377) are available for questions and guidance at any point in the process.

Step One: Access Recruiting
Navigate to the Recruiting section of WyoCloud from WyoWeb.
- Upon signing in, the homepage will display. Click on the Navigator button (three horizontal lines) in the upper left corner.
- First click My Team to expand, then select Recruiting.
Navigate to the **Recruiting** section.

Adobe Flash is required for use of recruiting. For assistance enabling Flash within your browser, see this Knowledge Base article.

**Step Two: Access List of Candidates**

Navigate to the Requisition that you would like to schedule interview for and select the candidate to screen their profile.

- Click on **Requisitions** in top tool bar or the dashboard.
- On the Requisitions window, find the Requisition that you would like to schedule interviews for.
- Click on the number link next to the Requisition Title to view the list of candidates.

<table>
<thead>
<tr>
<th>Requisitions</th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>ID</td>
<td>Status</td>
<td>Status Detail</td>
<td>Recruiter</td>
<td>Hiring Manager</td>
<td>Candidates Hired</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Associate</td>
<td>19001218</td>
<td>Open</td>
<td>Posted (Ongoing)</td>
<td>McChesney Jillian</td>
<td>Andrews Jessica</td>
<td>0 out of 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity Analyst</td>
<td>19001208</td>
<td>Pending</td>
<td>To Be Approved</td>
<td>McChesney Jillian</td>
<td>Morgan Emily</td>
<td>0 out of 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account and Project Manager</td>
<td>19001195</td>
<td>Pending</td>
<td>To Be Approved</td>
<td>McChesney Jillian</td>
<td>Ball David</td>
<td>0 out of 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step Three: Dispositioning Candidate(s) in the Correct Step/Status**

After HR/EEO approves the Screening Matrix, you will need to reach out to the candidates and verbally agree on a time and date for the interview so that you can enter that information into the system.
- Select the candidate(s) you have contacted for interviews.

- Change the Step/Status of the candidate to **1st Interview Scheduled**.
- Click **Save and Close**.
**Step Four: Scheduling 1\textsuperscript{st} round interviews**

Select one of the candidates you contacted and set up an interview with. If you have more than 1 candidate you are interviewing you will need to select each candidate individually to schedule their interview in the system.

- Click into the candidate file.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Step</th>
<th>Status</th>
<th>Requirements</th>
<th>Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stack, Tony (63073)</td>
<td>Interview</td>
<td>1st Interview</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Lawson, Hank (65600)</td>
<td>Interview</td>
<td>1st Interview</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Banner, Bruce (28120)</td>
<td>Screen</td>
<td>Screen Rejected</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
<tr>
<td>Parker, Peter (63087)</td>
<td>Screen</td>
<td>Screen Rejected</td>
<td>0 / 0</td>
<td>0 / 0</td>
</tr>
</tbody>
</table>

- Click on More Actions then Schedule an Interview.
Once you select Schedule an Interview you will need to review/complete the following fields:

- **Subject**: The title of the position will auto populate as the subject line for the calendar invite.
- **Organizer**: Your name will automatically auto populate.
- **Location**: You can enter in where the location of the interview will be. Example: Wyoming Hall Room 139.
- **Start/End Date/Time**: Select the appropriate time and date of the interview.
- **Time Zone**: Select Mountain Time - if this is incorrect, the calendar invite will not reflect the correct time for the candidate and search committee. You need to make sure that you select the Mountain Time-Edmonton, Denver, Boise, Salt Lake City.
- **Reminder**: Select how far in advance you want a notification sent out for the calendar invites.
- **Click Next**.

Add in members and attendees of the interview.

- Under the Quick Filters use the search bar to find and select each of the attendees. Click Select when the attendee is located.
- Once all are selected, click Next.
In the next screen you can add in any notes about the interview that you would like to appear in the calendar invite email.

Click Done.

Step Five: Scheduling 2nd round interviews
Change the step/status to 2nd interview scheduled.

Reminder: you will be contacting the candidate outside of the system to set up the time/date.

- Select the Candidate
- Click on More Actions > Change Step/status
- Change the step/status to 2nd interview scheduled.
- Click Save and Close.

- From the list of candidates, click on the candidate you’d like to schedule the interview for.

- Click on More Actions then Update the Interview.
Complete the same steps as previously completed when scheduling the first round interviews. Begin by entering the required fields:

- **Subject:** The title of the position will auto populate as the subject line for the calendar invite.
- **Organizer:** Your name will automatically auto populate.
- **Location:** You can enter in where the location of the interview will be. Example: Wyoming Hall Room 139.
- **Start/End Date/Time:** Select the appropriate time and date of the interview.
- **Time Zone:** Select Mountain Time- if this is incorrect, the calendar invite will not reflect the correct time for the candidate and search committee. You need to make sure that you select the **Mountain Time-Edmonton, Denver, Boise, Salt Lake City**.
- **Reminder:** Select how far in advance you want a notification sent out for the calendar invites.
- **Click Next.**

Refer to Step 4: Scheduling First Round Interviews for full details.

Below is a preview of what the email invitation will look like to the candidate and the search committee.

- Double click on “Add to my calendar” and this will update your calendar.

**Subject:** Interview for the position of Office Associate at University of Wyoming (19001218)
**Date:** Thursday, May 16, 2019 5:00:00 PM to 6:00:00 PM Mountain Time (-06:00)
**Location:** Wyoming Hall 139
**Attendees:** Jillian Anne McClure, Tony Stark, Jillian Anne McClure, Deborah Maria Marutzky

Hello:

Here are the details concerning the interview of **Tony Stark** for the position of Office Associate-19001218. For more information concerning this interview notification, access Taleo eShare Center.

If you use Microsoft® Outlook®, double-click the .ics file attachment to update your calendar.

Best regards,
Jillian Anne McClure
Chemistry
University of Wyoming

This completes the process of scheduling interviews within recruiting.