# How do I arrange an interview?

There are several approaches available for creating an interview between a candidate and a client. The best place to start is when you have shortlisted a candidate for a vacancy, or you can start from a vacancy record. This aspect of Recruit Studio is mirrored so you can arrange and view interviews from either the candidate record or the vacancy record.

The example below shows how to arrange the interview when starting from the candidate record but the process is almost the same for both.
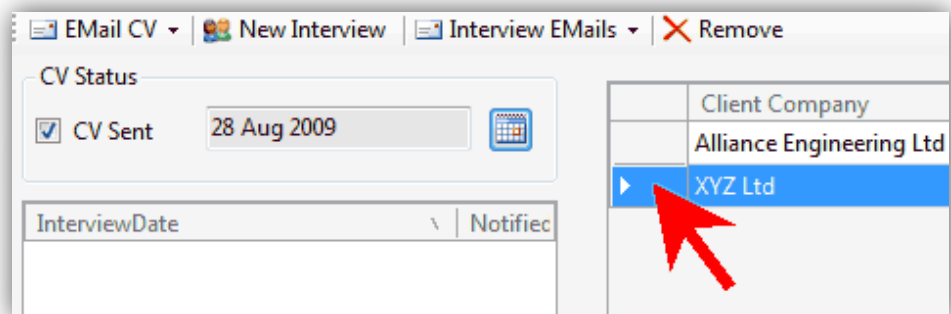
1. Open the candidate record and go to the Client List tab.

   Or: Open the vacancy record and go to the Candidates tab.
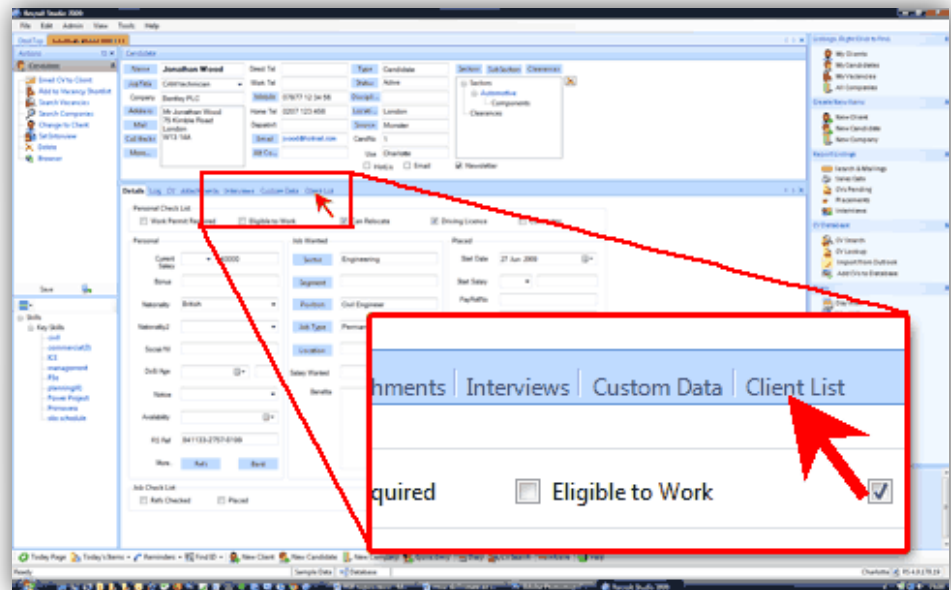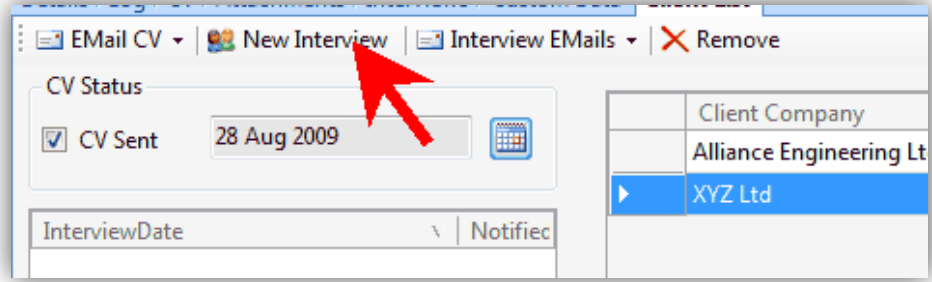

2. Select the vacancy or candidate you want to arrange the interview for.

   The details will be displayed on the left. If you have already sent the CV to the client the date will be shown along with the tick box to confirm it.
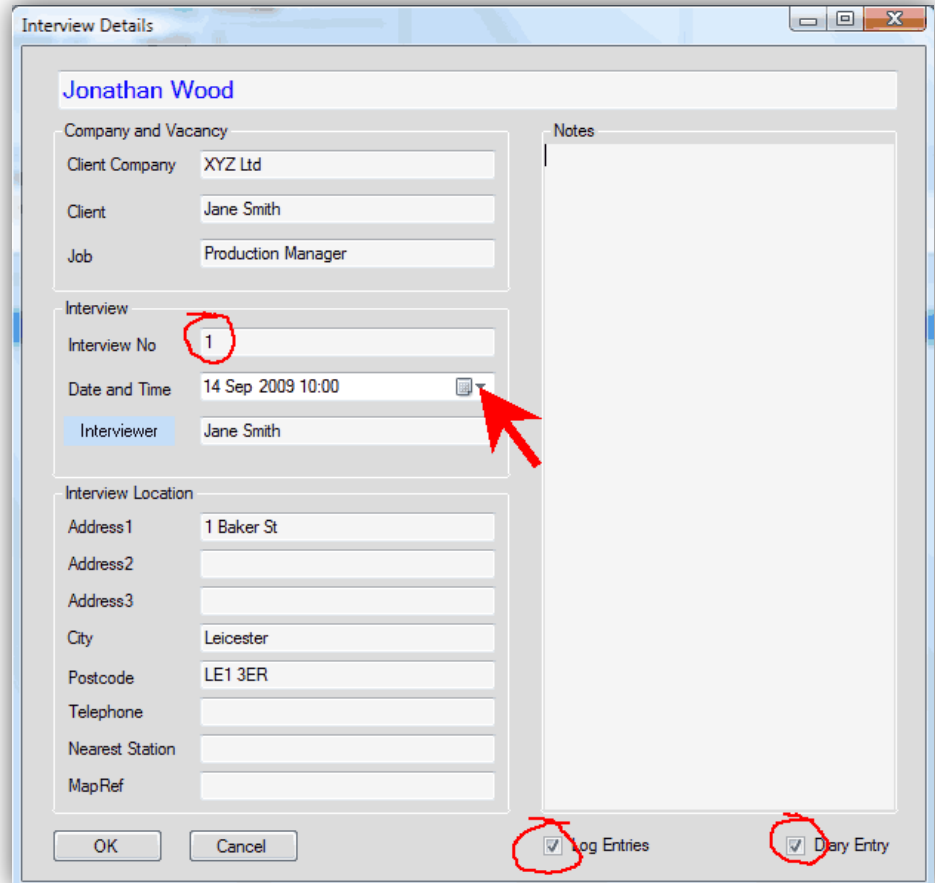
3. Click the 'New Interview' button along the toolbar.

4. Enter the details such as time and date of the interview in the new window.

   Most details will be inherited from the client and candidate records. Recruit Studio tracks the interview number.

   Also note that logs will be created and the details added to your diary by default. Click 'Ok' when you have finished.

5. The details of the interview are now recorded in the Interviews part of the left hand panel.
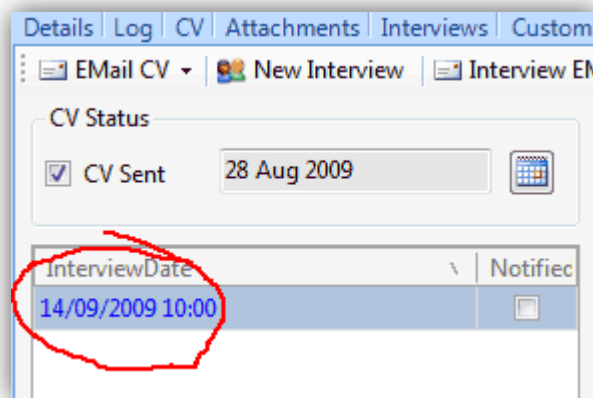
You are now ready to send out confirmation emails to the client and candidate, informing them of the arrangement. See also:

➢ *How do I send interview confirmation emails?*