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.

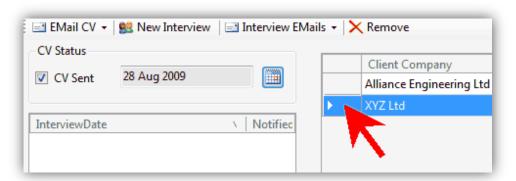
The example below shows how to arrange the interview when starting from the candidate record but the process is almost the same for both.

 Open the candidate record and go to the Client List tab.

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

- Image: Control to the state of the stat
- 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.



 Click the 'New Interview' button along the toolbar.



 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.

 The details of the interview are now recorded in the Interviews part of the left hand panel.

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Jonathan W			
Jonathan w	000		
Company and Vaca	ancy	Notes	
Client Company	XYZ Ltd		
Client	Jane Smith		
Job	Production Manager		
Interview	~		
Interview No	1)		
Date and Time	14 Sep 2009 10:00		
Interviewer	Jane Smith		
Interview Location			
Address1	1 Baker St		
Address2			
Address3			
City	Leicester		
Postcode	LE1 3ER		
Telephone			
Nearest Station			
MapRef			
ОК	Cancel	og Entries	Dary Entry

Details Log CV	Attachments 1	Interviews	Custom		
🗄 🖃 EMail CV 👻 😫 New Interview 🗌 🖃 Interview EM					
CV Status					
V Sent	28 Aug 2009				
InterviewDate		N N	lotified		
14/09/2009 10:00)				

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?