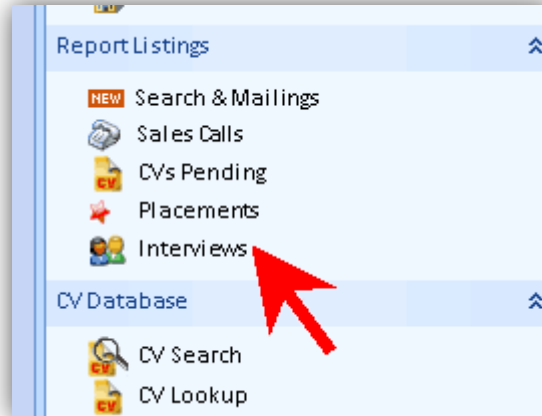


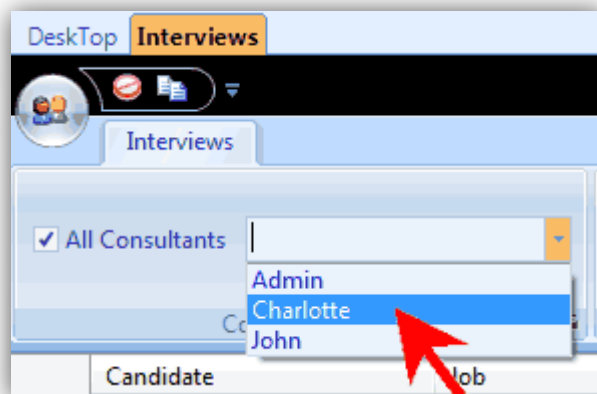
How do I view and manage my interviews?

There are several ways of approaching viewing and managing interviews – you could review your interviews from within a company, candidate, client or vacancy record. Another way is to use the dedicated interviews facility.

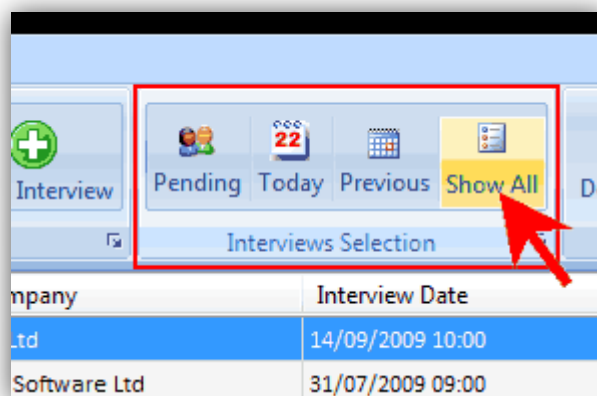
1. From the Main Menu click 'Interviews'.



2. Select your username at the left hand side of the toolbar or choose 'All Consultants'.



3. Select the interview stage that you are interested in: Pending, Today, Previous or Show All.



The relevant interviews will be displayed in the main panel.

- Select an interview from the list to see the details in the bottom panel.

You can change interview arrangements here such as the address, date, interviewer and status. You can also add feedback notes here and amend the status of the interview and candidate.

	Candidate	Job	Company
	Jonathan Wood	Production Manager	XYZ Ltd
	Mike Taylor	Senior Developer	RGP Software Ltd
	Alexander Kemble	Senior Developer	RGP Software Ltd
	Jonathan Wood	Project Manager	Alliance Engineering Ltd
	Francis Kestler	Project Manager	Alliance Engineering Ltd

The screenshot shows the 'Interview Details' form with the following fields and values:

- Candidate - Drag in for new Interview:** Name: Mike Taylor
- Interview Location:** Address: Building 2, South Road; City: Poole; Postcode: BH14 8JW; Tel No.: 01202 876345
- Interview - Drag in Vacancy/Client for new Interview:** Job: Senior Developer; Date: 31 Jul 2009; Company: RGP Software Ltd; Client: Nick Russell; Interview No.: 1; Interviewer: Nick Russell; Status: (dropdown menu); Notified:
- Notes:** (Empty text area)
- Consultant:** Charlotte

- To open the candidate, client or vacancy record from this screen, click the relevant button as highlighted.

This close-up view of the 'Interview Details' form highlights the 'Name' button in the 'Candidate - Drag in for new Interview' section, which is used to open the candidate's record.

6. **To change the address or telephone number of the interview** (pending interviews), simply edit the fields in the lower panel.

Interview Details

Candidate - Drag in for new Interview

Name Mike Taylor

Interview Location

Address Building 2
South Road

City Poole

Postcode BH14 8JW

Tel No. 01202 876345

7. **To change the interviewer** on a pending interview, replace the name in the 'Interviewer' field with the new person.

Company RGP Software Ltd

Client Nick Russell

Interview No. 1

Interviewer Nick Russell

Status Notified

d ID New Client New Candidate New Company

Sample Data Database

Inbox - Microsoft O...

8. **To arrange a follow up interview** for a candidate at a particular vacancy, highlight the original interview in the list and click '2nd+ Interview'.

This creates a new row with the interview details inherited from the

Tools Help

New Interview 2nd+ Interview Pending Today

Job	Company	Int
Production Manager	XYZ Ltd	14/
Senior Developer	RGP Software Ltd	31/
Senior Developer	RGP Software Ltd	27/
Project Manager	Alliance Engineering Ltd	12/

original. You can then set the date of the new interview.

Jonathan Wood	Production Manager	XYZ Ltd	14/09/2009 10:00	Charlotte	Jane Smith	1
Mike Taylor	Senior Developer	RGP Software Ltd	10/09/2009 12:10	Charlotte	Nick Russell	2
Mike Taylor	Senior Developer	RGP Software Ltd	31/07/2009 09:00	Charlotte	Nick Russell	1
Alexander Kemble	Senior Developer	RGP Software Ltd	27/07/2009 09:30	Charlotte	Nick Russell	1

To send a confirmation email to the candidate or client, click the email icon next to their name in the lower panel.

Company: RGP Software Ltd

Client: Nick Russell

Interview No.:

9. **To change the status of an interview,** choose an option from the pull down menu on the Status field.

Interviewer: Nick Russell

Status: [Pull-down menu with options: Active, Withdrawn, Rejected, Placed, First, Second, Third]

Notified:

10. **To record feedback or special notes,** use the Notes panel.

Notes: Client feedback: Great to see this candidate again

Consultant: Charlotte

11. **To amend the status of a candidate** following an interview, click the 'Show Status' button on the toolbar and choose an option from the list or add further notes.

