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.

 From the Main Menu click 'Interviews'.



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

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Interviews	
✓ All Consultants	•
Admin	
Cc <mark>Charlotte</mark> John	
Candidate Vob	

 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 arrangement s 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.

5. To open the

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

Consultants	rs N	New Interview 🕞	
Candidate	Job	Company	
Jonathan Wood	Production Manager	XYZ Ltd	
Mike Taylor	Senior Developer	RGP Software Ltd	
nexander Kemble	Senior Developer	RGP Software Ltd	
Jonathan Wood	Project Manager	Alliance Engineering Lto	
Francis Kestler	Project Manager	Alliance Engineering Ltd	

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O's fan Vetheu Kalon	Research Associates Research Associates	Warter Drost Partners 6015/28 Warter Drost Partners 6015/28	10100 Charlotte	Jacob West Jacob West			Crisesh Drivene
Francis Replier James Kielpon	Project Manager Production Manager	Attance Engineering Ltd. 1710/08 Attance Engineering Ltd. 04/02/08	2123 Overlate	David Browne Savid Browne	1	Athe	inputton Dating
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Inten	view Details						
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		Mike Taylor					ig in Vacancy/Clie
	Name 🖂	Mike Taylor				Job	Senior Developer
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Int	terview Loc					Job	
	terview Loc	ation				Job	Senior Developer
	terview Loc					Job	Senior Developer 31 Jul 2009
	terview Loc Address	ation Building 2				Job Date	Senior Developer
	terview Loc Address	ation				Job Date Company	31 Jul 2009 RGP Software L
	terview Loc Address	ation Building 2				Job Date	Senior Develope 31 Jul 2009 RGP Software I
	terview Loc Address	ation Building 2				Job Date Company Client	31 Jul 2009 RGP Software L Nick Russell
	terview Loc	ation Building 2 South Road				Job Date Company	31 Jul 2009 RGP Software L Nick Russell
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Po	terview Loc Address City ostcode	ation Building 2 South Road Poole				Job Date Company Client 2	Senior Develope 31 Jul 2009 RGP Software I Nick Russell 1

Interview Deta	ils					
Candidate - Drag in for new Interview						
Name 🖉	Mike Taylor					
-Intervev Lo	ocation					
Address	ddress Building 2					
	South Road					

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

Interview Deta	ils							
Candidate - Drag in for new Interview								
Name 🖉	Mike Taylor							
Interview Lo	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
	I	nterview No.	1
		Interviewer	Nick Russell
		Status	▼ Notified 🔽
			,
d ID 🔻	-	Q. New Clien	t 🕵 New Candidate 📗 New Company 🕵
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 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



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

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

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

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





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



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.



Candidate's Status	
Mike Taylor	
Decisions	
CVSent	1
Offered	🔲 Withdrawn
Accepted	Rejected
Rejected Offer	
Notes	
ОК	Cancel