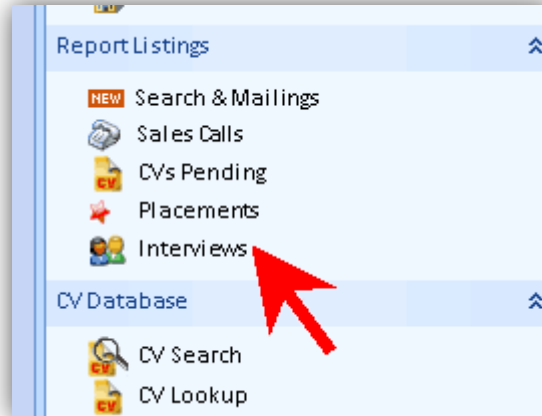# How do I view and manage my interviews?

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.
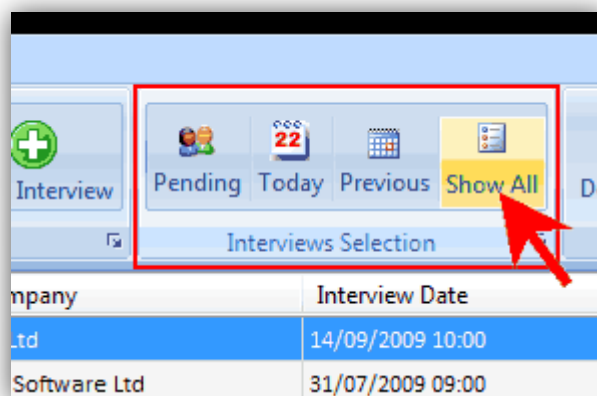
1. From the Main Menu click 'Interviews'.

2. Select your username at the left hand side of the toolbar or choose 'All Consultants'.
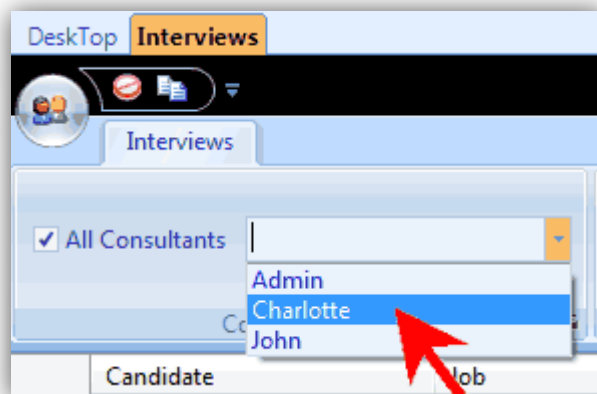
3. Select the interview stage that you are interested in: Pending, Today, Previous or Show All.

   The relevant interviews will be displayed in the main panel.

4. 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.

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

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

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

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

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.

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.