Creating and Inviting Applicants to an Interview Event
The PageUp recruitment system can be used to invite and track applicants throughout the interview process. This should be particularly helpful when using search committees.

The steps to creating and managing an interview event include the following:

1. Creating a New Event
2. Inviting applicants to an interview event
3. Tracking and managing interview events
4. Adding Events to a calendar
5. Additional Tips Step
1: Creating a New Event

To get started, select New Event from the sidebar.
Next, enter in the details of the event.

<table>
<thead>
<tr>
<th>Event details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:*</td>
</tr>
<tr>
<td>Event type:*</td>
</tr>
<tr>
<td>Venue:*</td>
</tr>
<tr>
<td>Requisition:</td>
</tr>
<tr>
<td>Owner:*</td>
</tr>
<tr>
<td>Contact name:</td>
</tr>
<tr>
<td>Public instructions:</td>
</tr>
</tbody>
</table>

In the **Title field** enter in the classification title, requisition number, and the date. (For example, Program Assistant- Requisition #490000- August 2019.)

Use the search magnifying glass to find the **Venue** (location of the interview). See below for instructions on adding a new venue if it is not included.

The **Owner** will automatically populate with your name.

Enter **Public Instructions**, if applicable. For example, the room number or parking instructions.
If you are unable to find the appropriate venue in the search menu, select add new venue after clicking on the magnifying glass. Another box will appear where you can enter in the details of the new venue locations.
To setup the available timeslots, select add next to add bulk timeslots or you can add a single timeslot in the fields provided below.
Building interview timeslots:

Click "add" at the bottom of the timeslots window.

Setup reminder emails, if needed.
Use the calendar tool to select the date range for the interviews by choosing a **from** and **to** date.

Select the days that you would like to schedule interviews.

Enter in the times of day you would like to schedule interviews.

If there are other interviewers, select **Invite** and search for each interviewer.
Click **add** at the bottom of the timeslots window.

Setup reminder emails, if needed.
Step 2: Inviting Applicants to an Interview Event

From the Manage Applications screen, select all the applicants that you would like to schedule for an interview by checking the first (green) box in the row adjacent to their name.

At the top of the screen, select **Bulk move** from the dropdown.
From the dropdown list on the Bulk move screen select **Interview Event – Interview Invite**.

Click the **next** button to move forward.
Add in the correct event by using the search magnifying glass.

Search for the event, select it, and then click OK.
Review and edit the email communication.

When you are ready to send the interview invitation, select the **Move now** button.
Example of the email that the applicant will receive. The system will not allow applicants to accept or reschedule an interview 24 hours prior to the interview slot. The email should make applicants aware of the cutoff date/time.

From: The University of Alabama
To: ewse@ua.edu
Careers@uarecruitment@ua.edu

Subject: Interview Invitation - Read all details and see attachments

(2)

Test

You have been selected for an interview for the position of Mental Health Worker I - Regular Part-Time (Benefits Eligible) - 510130 at the University of Alabama.

Click here to select your preferred interview time.

Please contact us if you have any issues or concerns.

We look forward to meeting you.

Roll Tide,

Example of what the applicant sees when they login to the applicant portal.

Welcome Test

You have been requested to attend an interview for your Mental Health Worker I - Regular Part-Time (Benefits Eligible) - 510130 application.

Schedule an appointment
From the applicant portal, the applicant can then select the date and time (from the event options) that they would like to schedule an interview.

The applicant also has a link that will add the interview as an event in their Outlook calendar.
The interview details are stored in the applicant portal and accessible for the applicant to view at any time.

**Scheduled appointments**

- Interview - 810246 - NHW1 - FT Interview, Tues., 12/17/19, 17 December 2019 3:40pm - 4:00pm

**Step 3: Tracking and Managing Interview Events**

Once the interviews are scheduled, they can be tracked through the Manage events screen. (The link is located on the sidebar underneath the Events section in PageUp.)
From the Manage events screen, you can view all upcoming interviews that have been accepted and add the interview as an appointment on your Outlook calendar.

**Step 4: Adding Events to a Calendar**

Click on the calendar icon to add the interview to your outlook calendar.

**Step 5: Additional Tips**

The system event scheduling can also be used for phone or Skype interviews.

Be sure to include the details of the phone call of Skype sessions in the instructions to the interviewee and label the event with phone or Skype.
For more information please contact your HR Recruiter.