

15. Go to the list of candidates to be interviewed. You will see that their Status is **Unscheduled**.

Dashboard Jobs

Requisition Detail
Office Support Specialist I (2017-00807) [Open](#)

Requisition Information Approvals Hire Workflow **Candidates** History

Candidates

Interview : 5
12 TOTAL
Referred : 7

Interview Actions More

	Name	Phone	Email Notify	Exam #	Print PA	Notices	Referral Expires	Veteran Status	Status	Rating
<input type="checkbox"/>	ferdinand, kristen		Yes	2017-00010		✉	01/26/2018	Yes	Interview Unscheduled	NA
<input type="checkbox"/>	Harper, Cynthia	503-823-3485	Yes	2017-00010		✉	01/26/2018	Yes	Interview Unscheduled	NA
<input type="checkbox"/>	Keys, Alysha	503-555-1212	Yes	2017-00010		✉	01/26/2018	Yes	Interview Unscheduled	NA
<input type="checkbox"/>	mcperson, corey		Yes	2017-00010		✉	01/26/2018	Yes	Interview Unscheduled	NA

16. Now you are ready to send a notice to all the candidates to be interviewed, letting them know that they have been selected for an interview and advising them to log in to their GovernmentJobs accounts to schedule their interviews. Make sure you go back to step -Schedule. Refer to instructions for sending notices in Step 8.

Step 5: Reject Candidates Who Will Not Be Interviewed

Once you have selected the candidates to interview, move the remaining eligible candidates to the Rejected step in the Online Hiring Center using the appropriate rejection reasons (also known as dispositions). See the list of rejection reasons in the Glossary at the end of this section.