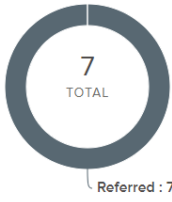


## Set Up Manual Interviews

1. Check boxes next to the names of the candidates you want to interview. Remember to look at the Veteran Status column to ensure that you are inviting all the candidates who are identified as veterans. Also review the Lateral Transfer column for any transfer employee you might want to interview.

Candidates



7  
TOTAL  
Referred : 7

Referred Actions

5 records are selected. Select all 7 records Clear selection

<input type="checkbox"/>	<input type="checkbox"/>	Total Rank	Name	Phone	Action Date	Referral Expires	Notices	Veteran	Transfer Employee	Status	Offer Type
<input checked="" type="checkbox"/>		2	Chen, Cathy		05/09/2018	05/31/2020	✉		Y	Referred Active	
<input checked="" type="checkbox"/>		2	Jones, Josh		05/09/2018	05/31/2020	✉	Yes		Referred Active	
<input type="checkbox"/>		2	Katz, Beverly		05/09/2018	05/31/2020	✉			Referred Active	
<input checked="" type="checkbox"/>		2	Lopez, Ofella		05/09/2018	05/31/2020	✉	Yes		Referred Active	
<input checked="" type="checkbox"/>		2	Marquam, Ed		05/09/2018	05/31/2020	✉			Referred Active	
<input type="checkbox"/>		2	Marquam, Edward		05/09/2018	05/31/2020	✉			Referred Active	
<input checked="" type="checkbox"/>		2	Pope, Olivia		05/09/2018	05/31/2020	✉			Referred Active	

- From the Actions menu, select Move to Interview and OK. (If you are unable to select candidates' names, contact Workforce Recruitment & Training administrative staff regarding an expired list.)

5 records are selected

Referred

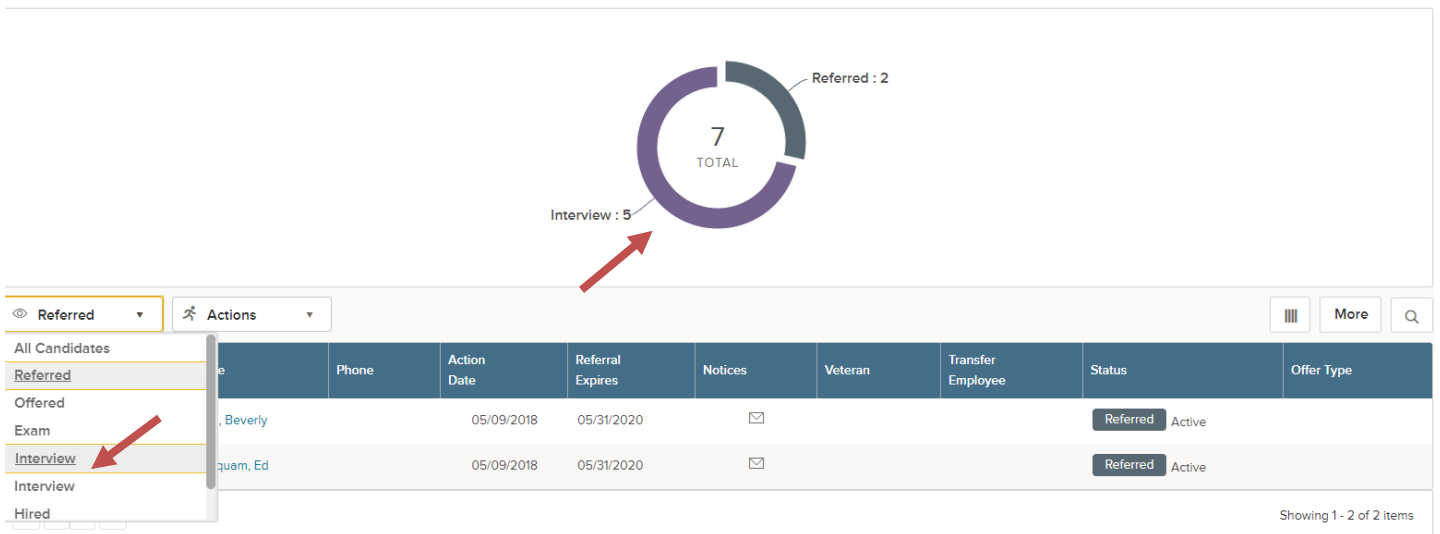
Actions

Reject  
Move to Exam  
Move to Interview  
Move to Interview  
Move to Offered  
Move to Hire  
Send Notices

Phone	Action Date	Referral Expires	Notices	Veteran	Transfer Employee	Status	Offer Type
	05/09/2018	05/31/2020	☑		Y	Referred	Active
	05/09/2018	05/31/2020	☑	Yes		Referred	Active
Katz, Beverly	05/09/2018	05/31/2020	☑			Referred	Active
Lopez, Ofelia	05/09/2018	05/31/2020	☑	Yes		Referred	Active
Marquam, Ed	05/09/2018	05/31/2020	☑			Referred	Active
Marquem, Edward	05/09/2018	05/31/2020	☑			Referred	Active
Pope, Olivia	05/09/2018	05/31/2020	☑			Referred	Active

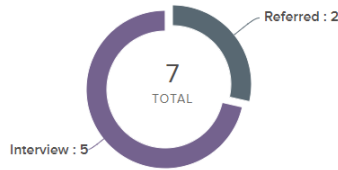
Showing 1 - 7 of 7 items

- Selected candidates will move into the list of candidates to be interviewed. To view the list, click on Interview in the doughnut chart or select Interview from the Candidates menu.



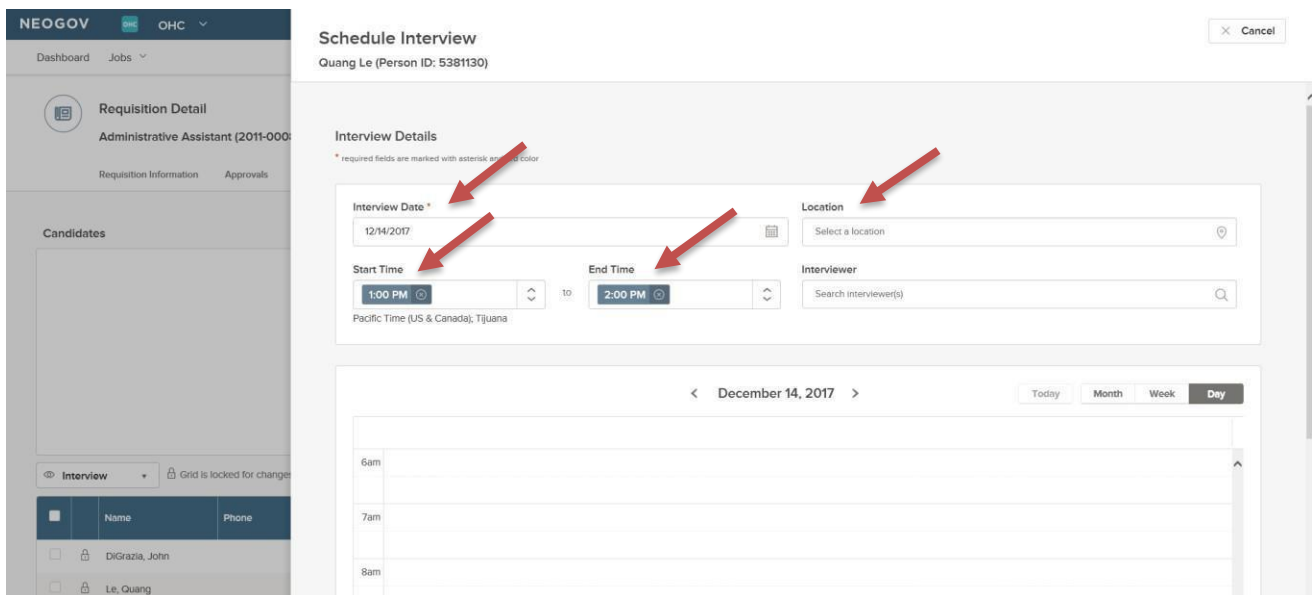
- Once you have confirmed the date, time and location of the interview for each candidate by phone or email, it's time to schedule them in NEOGOV. Click on **Unscheduled** for a particular candidate.

Candidates



Interview		Actions											
	Total Rank	Name	Phone	Action Date	Referral Expires	Notices	Veteran	Transfer Employee	Status	Rating	Offer Type		
<input type="checkbox"/>	2	Chen, Cathy		05/11/2020	05/31/2020			Y	Interview	Unscheduled	NA		
<input type="checkbox"/>	2	Jones, Josh		05/11/2020	05/31/2020		Yes		Interview	Unscheduled	NA		
<input type="checkbox"/>	2	Lopez, Ofelia		05/11/2020	05/31/2020		Yes		Interview	Unscheduled	NA		
<input type="checkbox"/>	2	Marquam, Edward		05/11/2020	05/31/2020				Interview	Unscheduled	NA		
<input type="checkbox"/>	2	Pope, Olivia		05/11/2020	05/31/2020				Interview	Unscheduled	NA		

- A screen will pop out where you can enter the interview details. Interview Date, Location, Start Time, and End Time are required fields; other fields are optional.



**Schedule Interview**  
Quang Le (Person ID: 5381130)

**Interview Details**  
\* required fields are marked with asterisk and red color

Interview Date \* 
 Location

Start Time  to End Time 
 Interviewer

Pacific Time (US & Canada), Tijuana

December 14, 2017

6am  
7am  
8am

- Click **Save**. Repeat to schedule the remaining candidates.