

# QUICK REFERENCE GUIDE

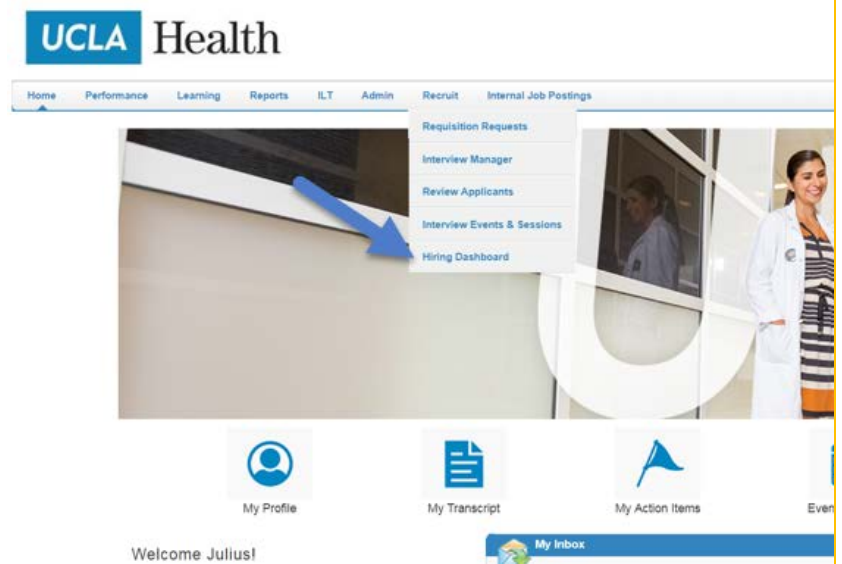
## Scheduling Interviews – Method #1

### Introduction

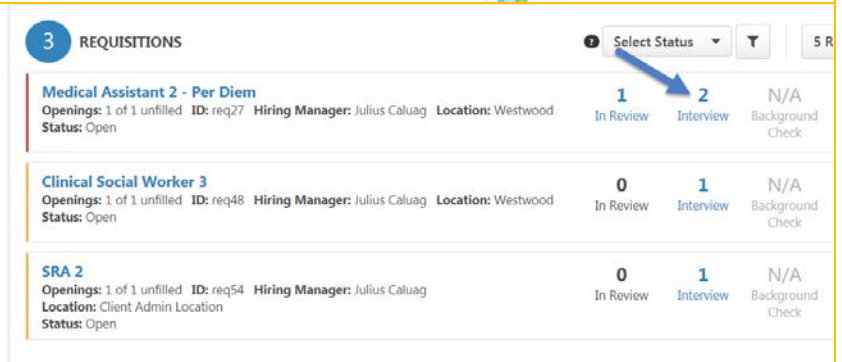
This guide outlines one method of how to schedule interviews for applicants using Cornerstone. After the interviewer and the applicant agree on a date and time to meet, the interview scheduler can use Cornerstone to send out confirmation emails to the interviewer and applicant.

#### Reviewing Applicants

1. Hover over **Recruit** and click **Hiring Dashboard**



2. In the Requisitions section, click on the **Interview** status.



3. Click on the name of the applicant that you want to interview.

Applicants	Applicant Location
<b>Diane Lee</b> 123 dlee@yahoo.com	Agoura Hills California United States

4. On the **Statuses** tab, click **Schedule Interview**.

SRA 2 (req54)

Summary | **Statuses** | Application | Comments | Documents | History | Email

New Submission

In Review

Phone Screening

Interview Type: Scheduled Interview

Schedule Interview(s) | Send Notification to Applicant

Invite to Event

Saturday (6/1/2019)  
 Time: 12:00 PM - 9:15 PM (PST) | Location: FPG-6000 Sepulveda Blvd, Ste. 2660, Culver City

Interviewer	Scheduling Status	Guide	Recommendation

5. Drag the name of the interviewer(s) from the **Available Interviewers** panel to the center panel.

**Available Interviewers**

**Nicholas Ruhe**  
 0751-PERSONNEL ANL PR...

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**Interview Scheduler: Elizabeth Christian**

**Julius Caluag** 0280-MGR (Pending Confirmation)  
 Interview Guide: [Interview Guide](#)

Type:  In Person  Phone

Date: 5/1/2019

Start Time: 12:00 PM

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Location: FPG-6000 Sepulveda Blvd, Ste. 2660, Culver City

Comments:

[Edit](#) Last sent on 5/31/2019 at 3:53 PM

[Send Notification to Applicant](#)

6. Select the **Type**: In Person or Phone
7. Select the interview date, Start Time, and End Time.

(For in-person interviews, select the Location. For phone interviews, type in the phone number or virtual meeting information).

8. You can type in **Comments** to the interviewer.

9. Click **Preview in Outlook** to see a sample Outlook calendar invite.

10. Click **Save and Send to Interviewer(s)** to send the calendar invite to the interviewer(s).

11. Click **Send Notification to Applicant.**

- a. You can add optional comments to the applicant, such as parking and direction info.
- b. Click **Save and Send.**

**Applicant Scheduling** [X]

You are about to send a notification to the Applicant. Please select from the following options:

Type:

Location:

Date:

Start Time:  End Time:

Time Zone:

Interviewer(s): [Add Interviewer\(s\)](#)

[Add another Interview](#)

Comments to Applicant (Optional):