

QUICK REFERENCE GUIDE

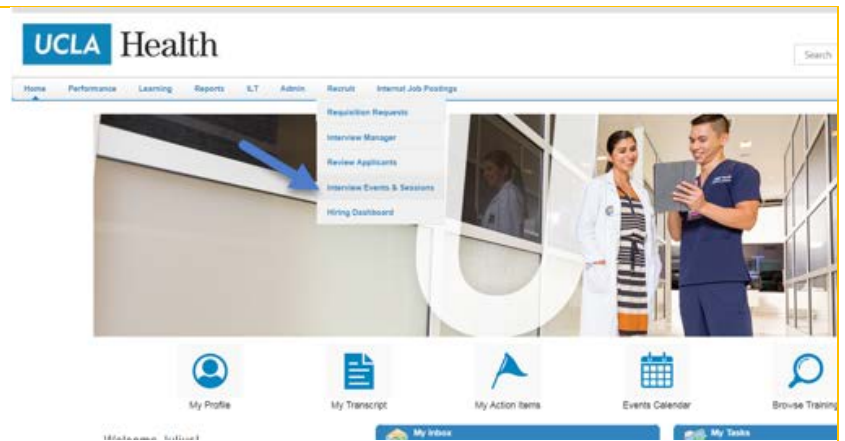
Scheduling Interviews – Method #2

Introduction

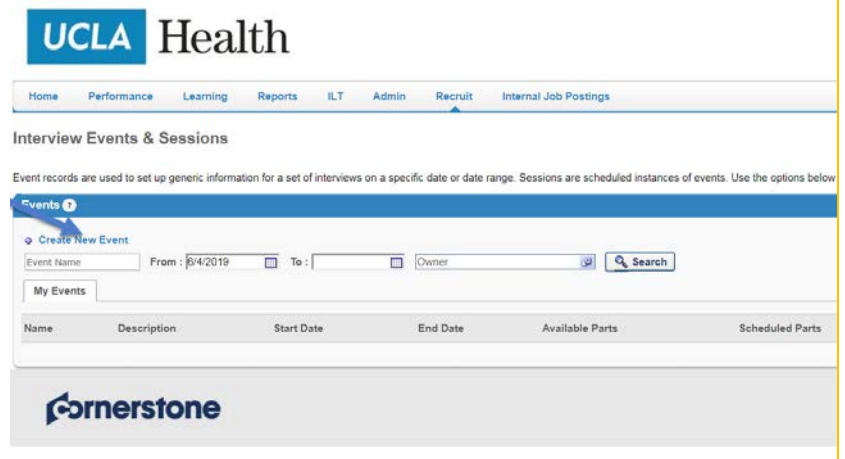
This guide outlines a second method of how to schedule interviews for applicants using Cornerstone. Interviewers can input into Cornerstone dates and times that they are available to interview. Then the applicants can select from the available times to self-schedule their interviews.

Reviewing Applicants

1. Hover over **Recruit** and click **Interview Events and Sessions**.



2. Click **Create New Event**.



3. Enter an event name (e.g., 'Nick Ruhe - Interviews for Hospital Lab Tech')
4. Enter the address where the interview will be conducted.
5. Select Start and End Dates, which are the days on which the interviewer would like to conduct interviews (e.g., 7/1/19 – 7/2/19).
6. **Time Zone** is required.
7. **Availability:** If you would like any interviewer in UCLA Health to be able to schedule interviews using your event, select **All Users**. Or you can limit which interviewers can see your event (e.g., select Division or Cost Center, and search for a particular unit). Click **Add**.

Home Performance Learning Reports ILT Admin Recruit Internal Job Postings

Interview Events & Sessions >

Interview Event

Event Details

Name: Nick Ruhe - Interviews for Hospital Lab Tech

Description: Event Description

Location: Address Line 1: 10920 Wilshire Blvd
Address Line 2:

City: Los Angeles State/Province: --Select-- Zip: 90095
Country: United States

Start Date: 7/1/2019 End Date: 7/2/2019
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Owner(s): Add Owner(s) Caluag, Julius

Availability

Select which users should have access to this event when scheduling interviews.

OU Criteria: All Users Add

Sessions

8. Click **Add Session**.
 - a. Click **Add Interviewer(s) to All Parts**.
 - i. Search for an employee by name and click **Add**.

Session

Session Details

Define the session start and end date, start and end time, along with the duration for each session part. If there is only one session part needed, select full duration and indicate how many applicants the session parts. Interviewers can be set up for the entire session or for each session part.

Session: Pending Save Interviewer(s): Add Interviewer(s) to All Parts

Start Date: 7/1/2019 End Date: 7/2/2019

SESSION PARTS

Start Time: 12:00 PM End Time: 12:00 PM Time Zone: (UTC-08:00) P
Part Duration: Please Select

Create Parts

PARTS

Date	Start Time	End Time	Interviewers
None defined			

Cancel

Select

Search is limited to 1000 records only

Last Name: First Name: ID: User Name: Manager's Last Name: Search

(1000 Results) 1 2 3 4 5 >>

Name	User ID	User Name	Manager
Aabodi, Natalie			
Aaron, Virgil			
Abaca, Mark Joseph			
Abachi, Kiana			
Abad, Albert			
Abad, Janna			
Abad, Jeffrey			
Abad, Yvonne			
Abadines, Gabrielle			
Abaakobe, Callistus			

Add Cancel

- b. Select the Start and End Time that the interviewer is available.
- c. Select a **Part Duration**, which is the length of time of the interview.
- d. Click **Create Parts**.
- e. If the interviewer is unavailable for any of the parts, you can uncheck the **Available** checkbox.
- f. Click **OK**.

Session

Session Details

Define the session start and end date, start and end time, along with the duration for each session part. If there is only one session part needed, select full duration for the session parts. Interviewers can be set up for the entire session or for each session part.

Session: Pending Save Interviewer(s): [Add Interviewer\(s\) to All Parts](#)
Christian, Elizabeth

Start Date: 7/1/2019 End Date: 7/2/2019

SESSION PARTS

Start Time: 12:00 PM End Time: 12:30 PM

Part Duration: Please Select
Please Select
15 minutes
Full Duration

PARTS

Date	Start Time	End Time	Interviewers
None defined			

SESSION PARTS

Start Time: 12:00 PM End Time: 12:30 PM

Part Duration: 15 minutes

PARTS

Date	Start Time	End Time	Interviewer
7/1/2019	12:00 PM	12:15 PM	Add Int Christia
7/1/2019	12:15 PM	12:30 PM	Add Int Christia
7/2/2019	12:00 PM	12:15 PM	Add Int Christia
7/2/2019	12:15 PM	12:30 PM	Add Int Christia

Cornerstone

9. Click **Save**.

Sessions

All Interviewer(s) All Scheduling Statuses Search

+ Add Session ?

Session	Date	Start Time	End Time
+	7/1/2019	12:00 PM	12:30 PM

Cancel Save

Your new event should appear in the list of events under **My Events**.

UCLA Health

Home Performance Learning Reports ILT Admin **Recruit** Internal Job Postings

Interview Events & Sessions

Event records are used to set up generic information for a set of interviews on a specific date or date range. Sessions are scheduled instances.

Events ?

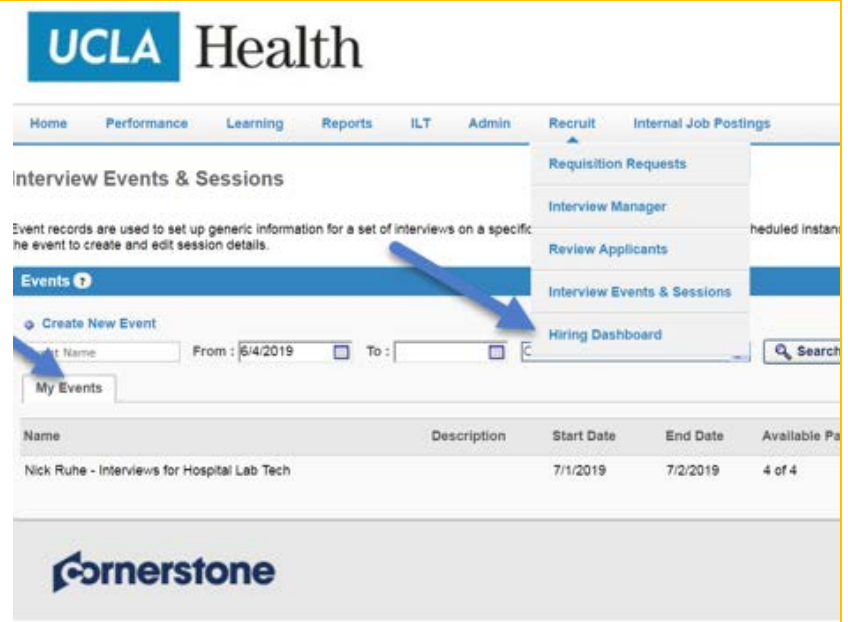
+ Create New Event

Event Name From : 6/4/2019 To : Owner Search

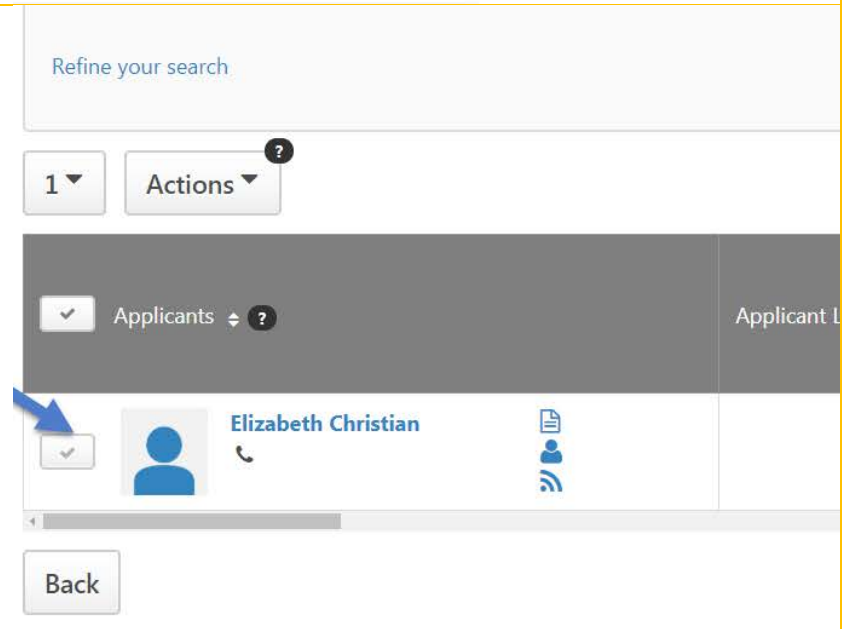
My Events

Name	Description	Start Date	End Date
Nick Ruhe - Interviews for Hospital Lab Tech		7/1/2019	7/2/2019

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



11. In the Requisitions section, click on the **Interview** status.
Click the checkbox to the left of the applicants that you want to interview.



12. Click the **Actions** dropdown and click **Invite to Event**.

Refine your search

1 ▾ Actions ▾

- Change Status
- Compare Candidates (Up to 5)
- Add to Requisition
- Move to Requisition
- Resume/CV Review
- Send Resume Review Link
- Invite to Event**
- Batch Process

Back

Applicant Location

13. Search for and click on your interview event.

Invite to Event

Select Event Invite to Event

Event Name

Name	Description	Start Date	End Date
Interview		6/3/2019	6/7/2019
Nick Ruhe - Interviews for Hospital Lab Tech		6/6/2019	6/7/2019
Nick Ruhe - Interviews for Hospital Lab Tech		7/1/2019	7/2/2019
Nick Ruhe - Interviews for Pharmacist		6/6/2019	6/7/2019

- 14. Select the **Type**: In Person or Phone
- 15. In the **Dates** dropdown, select the dates that you would like the applicant to be able to choose from.
- 16. In the **Interview Duration** dropdown, select the duration of the interview.
- 17. Click **Send**, and an automated email will be sent to the applicant to prompt them to sign up for an interview date.

Invite to Event

Select Event Invite to Event

Select the Event to be self-scheduled, the interview length and enter comments to the applicant.

Event
 Nick Ruhe - Interviews for Hospital Lab Tech
 1000 Wilshire Blvd., Los Angeles, 90095, United States

Type In Person Phone

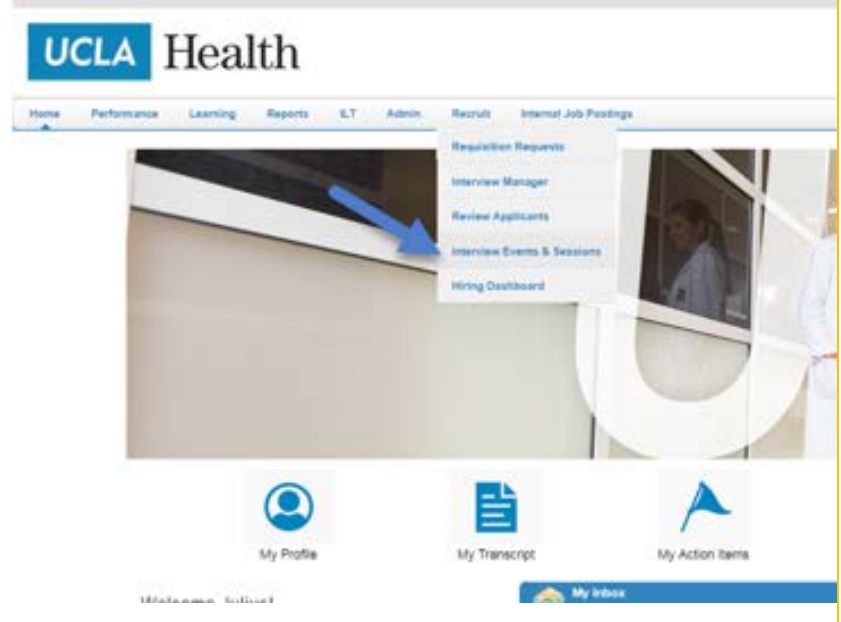
Date(s) Interview Duration
 Select options Please Select

Available Parts
 0 of 0

Time Zone

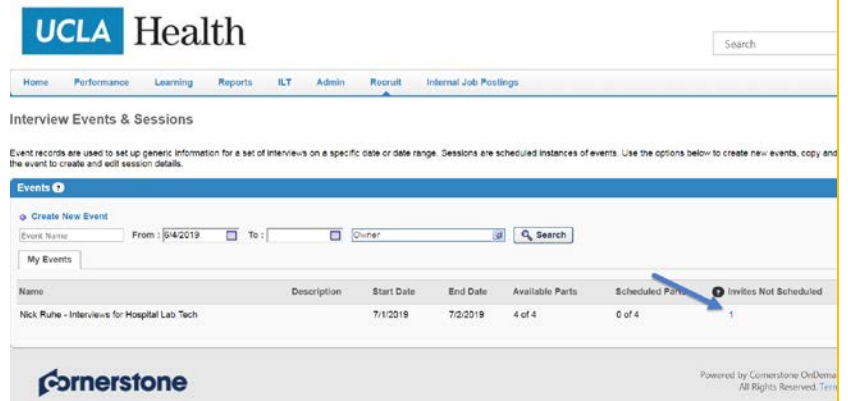
Close **Send**

- 18. To check whether applicants have self-scheduled themselves in an interview session, hover over **Recruit** and click **Interview Events and Sessions**.



19. Once an applicant has self-scheduled into an interview session, the number of Available Parts will decrease by one, and the number of Scheduled Parts will increase by one

(e.g., If there are 4 interview sessions and an applicant selects one, the Available Parts will show “3 of 4”, and the Scheduled Parts will show “1 of 4”).



20. Click the number in the Invites Not Scheduled column.

- a. An Invite Status of **Pending** indicates that the applicant has not taken any action yet.
- b. An Invite Status of **Alternate Requested** indicates that the applicant would like to suggest a different interview time. Hover over the **Alternate Requested** status in the Invite Status column to view the applicant’s comments.
- c. An Invite Status of **Declined** indicates that the applicant declined the interview. Hover over the **Declined** status to view the applicant’s comments.

