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.

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

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

13. Search for and click on your interview event.
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.

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.