1. Go into your job that you are wanting to schedule interview for, and into the **People** tab. From here select the person or group of people you would like to send an invitation to **schedule an interview**.

2. Once you have selected the person or group of candidates, click on the **More Actions** tab available at the bottom right hand corner. Then select **Schedule Interview**.

3. Once you have selected **Schedule Interview** an invite with an e-mail template will pop-up. Be sure to select the appropriate **e-mail template** for the type of interview you will be scheduling. Please note that you can also make changes to the body of the template as needed, keep in mind anything highlighted in green will auto-fill from the candidates profile so it is recommended you avoid making changes to those items.

   ❖ You can also select the location and room in which you would like to hold an interview.
   ❖ Select **Private** to mark the calendar invite sent to candidates as **Private** on their calendars in Outlook, Google, etc.

Schedule Interview for Test Job - Do Not Apply (1925)

5/15/2017 3:00 PM   to   5/15/2017 3:30 PM   Timezone (EDT)   Attendees

Propose Times

DETAILS

Subject   Interview for T

Location

Template   Interview Noti

Description   + Add Variab

Dear Recipient

An interview h
or decline the

Thank you,
Sender: Full N
Sender: Email

Category   General

Reminder   15 ▾ Minu

Private   ☐

Include   ☐
Attendee Details

Schedule Time Slots

🔒 Secure | https://larimer.icims.com/icims2/servlet/icims2?module=AppCalendar&action=post

Start Time	End Time	Capacity	Attendees	Location	
5/15/2017 3:00	5/15/2017 3:30	1	0		✖

Cancel   Add Time Slot   Save

4. To create an interview time slot, or a range of interview time slots, to send to the candidates, click on **Proposed Times.** The new window allows you to create multiple time slots in which candidates can choose from. You are able to change the dates and times of each time slot by either typing directly into the field, or by using the **Calendar** to the right of the field. Once you have created all of the time slots you need, **Save**.

Schedule Interview for Test Job - Do Not Apply (1925)

Monday, May 15th 2017 3:00 pm - 3:30 pm, 3:30 pm - 4:00 pm, 4:00 pm - 4:30 Timezone (EDT)
pm

Propose Times

DETAILS

| Subject | V:Recipient:$T{Person}.$F{FirstName}:V, please pick the best time to meet. |

Template   Appointment: Self Scheduling Request

Description   + Add Variables

Dear Recipient: Full Name: First Last,

You have been selected for a phone interview for the position of Recruiting Workflow:
Job : Posting Title with Larimer County. Phone interviews will be held
on Wednesday, May 25th, 2016 and will last approximately 30 minutes.

Please click the link below to select the time you would like to interview.

Recipient: careers: Self Schedule URL

Category   General

Reminder   15 ▾ Minutes ▾

Private   ☐

Include   ☐

5. Once you click **Save** the proposed interview times will populate in the top of the page.
    Reminder: be sure you double check the time zone prior to sending out the e-mail. It is also recommended that if you are interviewing someone in a different time zone that you inform them that all interview times will be MST.

6. Once you have all of your time slots added, and the description section of the e-mail template is accurate and completed, you can click **Send**. Once candidates select the time they want to interview, you will be notified via e-mail the time and date and name of that persons appointment. You will also have the ability to add that appointment to your calendar.

Editing an appointment or interview:

a) Navigate to the **Schedule Tab** on a **Person** or **Recruiting Workflow Profile**.
b) Click an existing appointment you would like to **edit**. A Small summary popup will display.
c) Click the **Edit** link, available on the bottom right of the summary popup.
d) Make any necessary edits, and click the **Send** button.
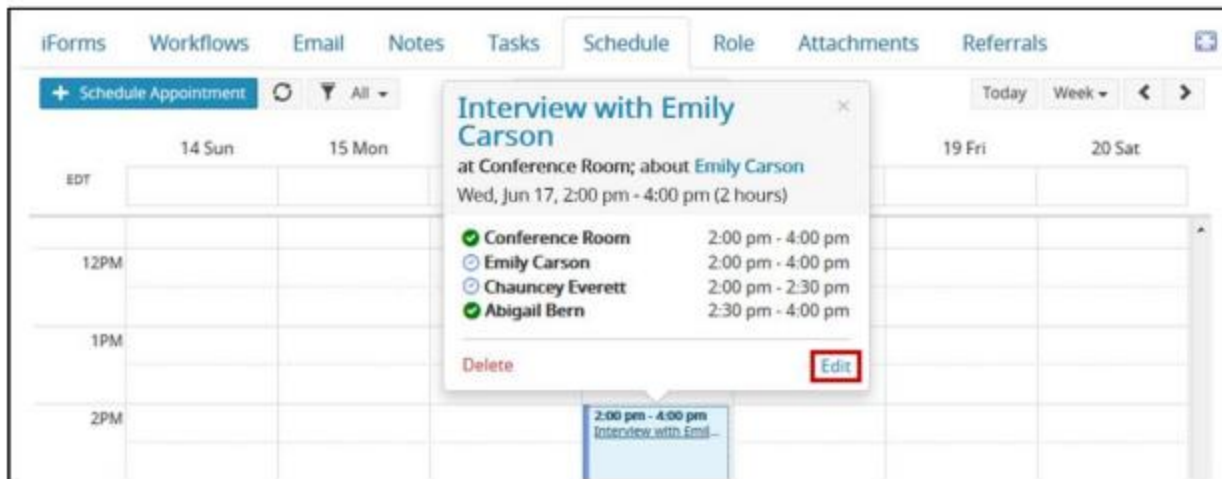
Tips:

❖ New attendees may be added to appointments using the **Add and Attendee** dropdown and then clicking **Send**.

❖ To save updates without sending updated information, click the **Save** button. Please note that recipients will not receive updated information if you **save**, but do not send updates.

Viewing Appointments:

a) Select **Communicate** from the menu bar, and then select View Calendar.

b) Click the Filter button and select one of the available options, if desired. This will narrow down the number of appointments visible on your calendar.
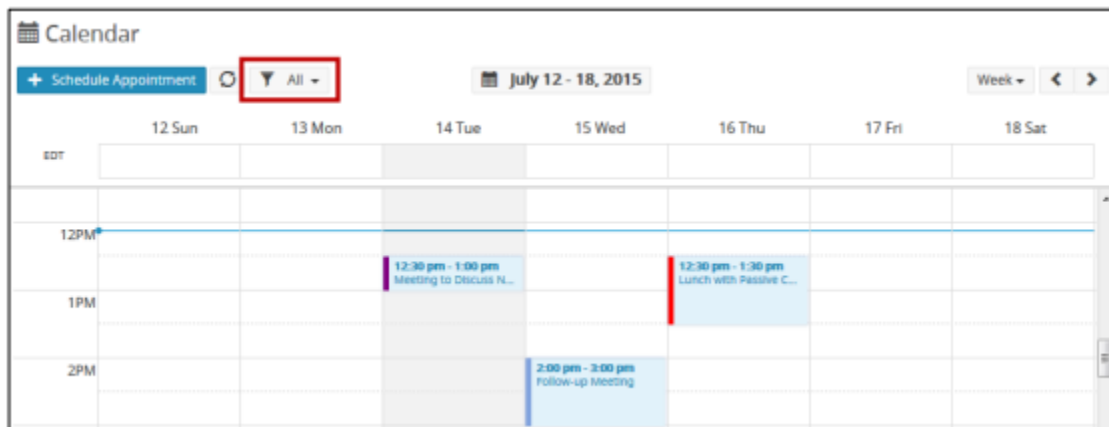
Tips:

❖ The available filters are as follows:
   o **All-** View all appointments.
   o **Accepted**- Accepted appointments are indicated by the color green. Appointments where all participants have accepted will be shown if Accepted is selected as a filter.
   o **Declined**- Declined appointments are indicated by the color red. Appointments where at least one participant has declined will be shown if Declined is selected as a filter.
   o **Tentative**: Tentative appointments are indicated by the color purple. Appointments where at least one participant has replied "tentative" (and no participants have declined) will be shown if Tentative is selected as a filter.

- Undecided- Undecided appointments are indicated by the color blue. Appointments where at least one participant has yet to reply (and none have declined or responded tentatively) will be shown if Undecided is selected as a filter.