



Step	Action	
	<p>BEFORE YOU BEGIN, be aware of the application deadline for your job opening. Do not take any action before that date.</p>	<p>Only applicants who are in “Route” status are available for action by the Hiring Manager.</p>
<p>1.</p>	<p>Select the applicant(s) whose status you are updating.</p> <p>Then, click the Take Action list.</p> <div data-bbox="170 451 525 495" style="border: 1px solid black; padding: 2px;"> Select Action... </div> <p>Choose the "Manage Interviews" function.</p> <div data-bbox="170 597 268 716"> </div> <p>To take an action on more than one applicant, simply select the checkbox next to each applicant's name, choose an action from the "Group Action" drop down list and then click "Go".</p> <p>BEWARE of "Select All", as an error can easily be made by including an applicant whose status you did not intend to change.</p>	
<p>2.</p>	<p>The system will bring you to the Interview Schedule page.</p> <p>Click on the arrow next to the applicant's name.</p>	
<p>3.</p>	<p>Then, click on the arrow next to Interview 1.</p> <p>Note: If this is a second interview, click on the “Add Interview” button.</p> <div data-bbox="184 1369 348 1401" style="border: 1px solid black; padding: 2px;"> Add Interview </div> <p>The system will add a row for each interview and you will select the applicable row to expand and review or update the details.</p> <div data-bbox="865 1390 1031 1536" style="border: 1px solid gray; padding: 2px;"> ▼ Captain America Applicant Name: Applicant Type: ▶ Interview 1 ▶ Interview2 </div>	



Step **Action**

4. The State of Vermont does not use all of the fields found on the Interview Schedule page. Please update ONLY the fields listed below and ignore the rest.



Do not rely solely on the system to communicate with your candidates regarding scheduled interviews. VT HR should be used for confirmation and documentation, but you should still make personal contact with candidates that you have selected to interview. That is the most reliable communication and makes the best first impression.

Enter the following:

- Interview status as ‘Confirmed’
 - Note: If you update the interview status to “Cancelled”, the details on this page become “read only” and cannot be edited.
- Interview type as ‘Individual, Panel, or Phone’
- Applicant Appointment status as ‘Accepted’
- Interview Date
- Interview start time
- Interview end time
- List interviewers by EMPLID (click on the magnifying glass to enter the interviewer name).
 - The originator of the job opening populates here automatically. Click on the trash can icon if you want to delete that row.
 - If interviewers are listed on the Hiring Team page, they will pull over automatically to this page.
- List Interviewer’s Appointment Status as ‘Accepted’
- Venue information is not populated – leave blank
- Manually type interview location information in the Location box
- If you check the boxes for Notify Applicant and Notify Interview Team, the system will send email notifications when you click submit – see Step 4. If you don’t want to generate notifications, leave those boxes unchecked.
- Do not use the Letter, Attachment, or Notes functions

When the details are entered, click Submit

The screenshot shows the 'Interview Status' update page for an applicant named 'Captain America'. The page is divided into several sections:

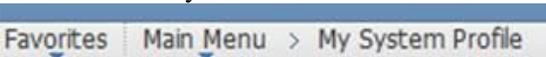
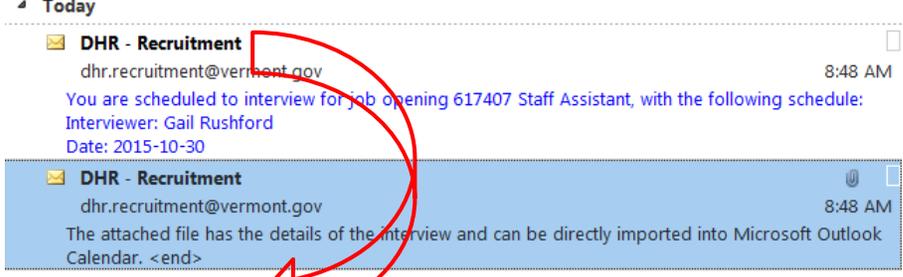
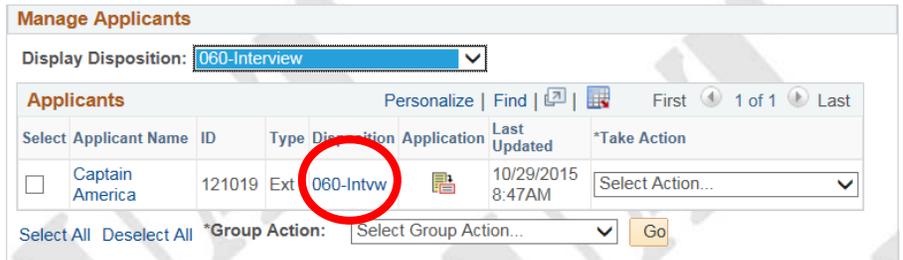
- Applicant Information:** Applicant Name: Captain America, Applicant ID: 121019, Applicant Type: External Applicant, Preferred Contact: Not Specified.
- Interview 1:** Interview Status: Confirmed (dropdown), Interview Type: Panel (dropdown), Initiator: Gail Rushford. There is a checked box for 'Notify Applicant'.
- Applicant Appointment Status:** Accepted (dropdown). There is a checked box for 'Notify Applicant'.
- Interview Details:** Date: 10/30/2015, Time Zone: EST, Start Time: 9:00AM, End Time: 10:00AM.
- Interview Schedule:** A table with columns: Interviewer ID, Interviewer Name, Date, Start Time, End Time, Time Zone, Appointment Status, Comments, Availability. One row is visible for Gail Rushford on 10/30/2015 from 9:00AM to 10:00AM EST. There is a checked box for 'Notify Interview Team'.
- Venue Information:** A table with columns: Venue, Email, Appointment Status, Comments, Availability. The location is populated as '120 State Street, 5th floor conference room, Montpelier'.
- Preview/Edit Meeting Request:** Interviewer Meeting Request and Applicant Meeting Request buttons.
- Letter:** Letter dropdown, Date Printed field, and buttons for Generate Letter, Email Applicant, and Upload Letter.
- Attachment:** No attachments added. Buttons for Add Attachment and Load JO Attachment.
- Notes:** No notes added. Buttons for Add Note and Load JO Notes.
- Consolidated Interview Letter:** Add Interview button.

At the bottom of the page are buttons for Submit, Save for Later, Cancel, and Return to Previous Page.

FAQ: How do we update the record when the applicant does not keep the interview appointment?

Answer: Update the Applicant to “No Show” on the interview page. The system will still record that the applicant was offered an interview. You can then do the “Reject Applicant” process and choose “Applicant Declined/Withdrew” as the reason and Submit without correspondence.



Step	Action																	
5.	<p>The State of Vermont uses “partial calendar integration” with the Interview Schedule function. If you select “Notify Applicant” and/or “Notify Interview Team”, recipients will get 2 email notifications.</p> <p>One notification is an iCalendar attachment that the recipient can open and accept to add the appointment to his or her Outlook calendar. (The appointment may also be declined here, but that will have no impact on the information entered in VTHR. The “decline” email notification will go to the system profile email of the hiring manager.)</p> <p>The other notification is an email with the interview details. If more than one interviewer is entered in the email, each one will be listed separately in the email.</p> <p> These notifications are successful only if the recipient has entered a valid email address in VTHR. Often, applicants have an error in the email or entered an address that they do not often monitor for new email.</p> <p>For the Hiring Manager and Interview Team, the emails generated in the Interview Schedule page go to the user’s “System Profile” email. This is the email used for “password help”. Your System Profile is accessed directly from the Main Menu:</p> <p></p>	 <p>Today</p> <p>DHR - Recruitment dhr.recruitment@vermont.gov 8:48 AM</p> <p>You are scheduled to interview for job opening 617407 Staff Assistant, with the following schedule: Interviewer: Gail Rushford Date: 2015-10-30</p> <p>DHR - Recruitment dhr.recruitment@vermont.gov 8:48 AM</p> <p>The attached file has the details of the interview and can be directly imported into Microsoft Outlook Calendar. <end></p> <p>Email text:</p> <p>You are scheduled to interview for job opening 617407 Staff Assistant, with the following schedule:</p> <p>Interviewer: Gail Rushford Date: 2015-10-30 Start: 9:00 AM End: 10:00 AM EST Location: 120 State Street, 5th floor conference room, Montpelier</p> <p>You should already have been contacted about this interview by the manager or recruiter who is filling the position. This message is just to confirm the scheduled interview. The "location" shown above is only a quick reference, not the full address -- if you are not sure of the address or exact location of the interview, or if you need directions to the location, please contact the person who scheduled the interview with you.</p>																
6.	<p>After you click Submit, the system will return you to the Manage Applicants page in the Job Opening. The Applicant’s status will be updated to 060-Intvw.</p> <p>To review or update the interview information, choose "Manage Interviews" from the Take Action drop down list.</p>	 <p>Manage Applicants</p> <p>Display Disposition: 060-Interview</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>ID</th> <th>Type</th> <th>Disposition</th> <th>Application</th> <th>Last Updated</th> <th>*Take Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Captain America</td> <td>121019</td> <td>Ext</td> <td>060-Intvw</td> <td></td> <td>10/29/2015 8:47AM</td> <td>Select Action...</td> </tr> </tbody> </table> <p>Select All Deselect All *Group Action: Select Group Action... Go</p>	Select	Applicant Name	ID	Type	Disposition	Application	Last Updated	*Take Action	<input type="checkbox"/>	Captain America	121019	Ext	060-Intvw		10/29/2015 8:47AM	Select Action...
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