Preparing for your interviews

You can view the candidates that have booked an interview slot and the time they have selected by viewing your list of candidates via the job's homepage

There are two methods of doing this:

1. Click on the job title of the role in your list of jobs

	Job Reference	Job Title	Job Status	Location	Directorate	Reports To	Closing Date
☐	000086	RM - Administration Assistant	Live	Barnsley Centre	People	Jo Smith	30/06/2022
☐	000083	RM - Recruitment Assistant	Live	Barnsley Centre	People	Rachel Marriott	03/07/2022

You will then be able to view the list of candidates, and see their booked timeslots in the interview section

Candidate		Status	Ranking	Edit	Interview
JB Joe Bloggs (96)	✉	Interview Booked	★ ★ ★ ★ ★	⊘	📅 27/06/2022 09:15

2. To see an overview of the booked and vacant timeslots available for interview, click the calendar icon in the top right of your screen.

JOBS   TALENT POOLS   SEARCH   📅   🔔   🤖

Click the job title for the relevant role from the available list

Subject	StartDate	Self Service	Appointment Type
Recruitment Interviews - 083	05/07/2022	Yes	1st Interview
Interviews: Administration Assistant - 086	27/06/2022	Yes	1st Interview

To view the candidates who have booked slots, click on the **Booked** tab

Details	Jobs	Date/Time	Emails	Interviewers	Users	Notes & Attachments	Booked	Vacant

To view the available slots, click on the **Vacant** tab

| Details	Jobs	Date/Time	Emails	Interviewers	Users	Notes & Attachments	Booked	Vacant

Downloading your interview schedule

To download your interview schedule, in the booked tab click print appointments, this will open another screen, with a schedule you can save as a pdf or print

Downloading applications / interview pack

Access the list of candidates via the job list page (as above option 1).
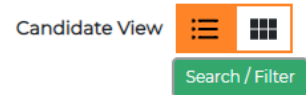
Click the **Search/ Filter** button in the right-hand corner

In the application status field, select **Interview Booked** (you can type or select from the options in the drop down)

Click **Search**

Select the check box in the header field above the candidate list

In the left hand menus, click **Print and Export**

Next click **Print Application**
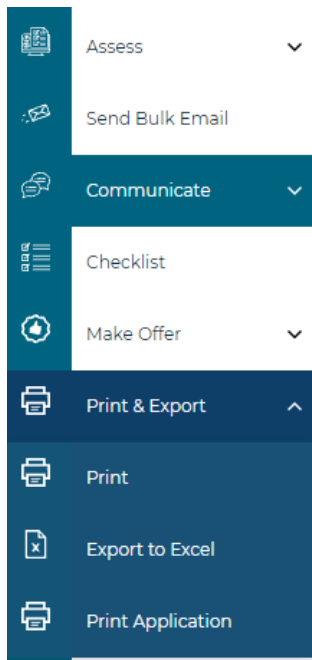
This will generate a printable list of the applications, scroll to the bottom and click the print icon to print or save as a pdf.