



System User Guide

Hiring Manager & School/Department Administrator (SDA) - How to Schedule and Manage Candidate Managed Interviews System User Guide

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk.

Contents

Introduction	3
In Detail	5
Create an Interview Schedule	5
How to Add Timeslots to a Candidate Managed Interview Schedule	13
Candidate Requests for Additional Interview Slots	18
How to Make Changes to an Interview Schedule	19
How to Invite a Candidate to an Interview	23
How to Update the Candidate Status	25
How to Cancel an Interview	27
Appendix	30
Appendix A – Example of email sent to the candidates to book an interview	30
Appendix B – Example showing the screen presented to candidates when they click the time slot they want to schedule	32
Appendix C – Example of interview confirmation email sent to candidates	34
Appendix D – Examples of notifications that will appear in the bell icon for the Hiring Team	36
Appendix E – Example of the interview scheduled notification	37
Appendix F – Example showing interview cancelled notification (sent when Hiring Team cancel or the candidate cancels through their candidate profile)	38
Appendix G – Example of notification sent to Hiring Manager and Recruiter when a candidate has requested additional interview slots	39

Version History.....40

Reviewers & Approvers.....40

Introduction

This guide covers key tasks for **Hiring Managers** and **SDAs** in 'How to Schedule and Manage Candidate Managed Interviews' system process. It is related to the Process User Guide for Recruitment and Onboarding which is linked below.

[Guide to Recruitment and Onboarding](#)

Hiring Managers will access their requisitions via **My Team**, School/Department Administrators and will access requisitions via **My Client Groups**.

All interviews must be created from the template in People and Money. The benefit of this is that standard information can be populated for all interviewees before the schedule is created or individual invites are sent.

There are two types of interviews:

- **Hiring Team Managed** (where a specific interview time and date is sent).
- **Candidate Managed** (candidates choose a time from interview slots that have been set up).

Each interview type has different templates for the following interview formats:

- In Person
- Phone
- Web conference

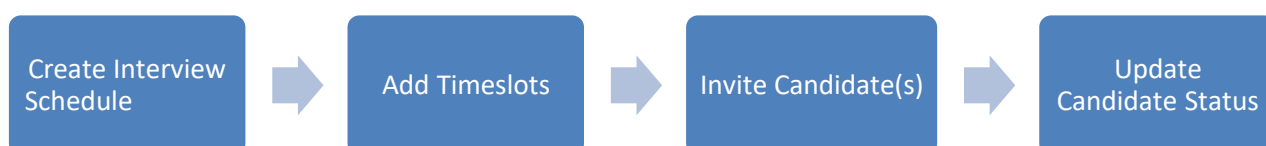
This guide covers How to schedule and manage candidate led interviews. For details of how to set up Hiring Team Managed interviews please refer to the guide '[How to schedule and manage hiring team managed interviews](#)'.

Before scheduling interviews ensure the candidate's status (phase and state) matches the stage they have reached, for example: **Phase** (Interview) and **State** (1st interview to be scheduled).

It's suggested to set candidates to '1st Interview to be Scheduled' before arranging interviews and update to 'Interview Scheduled' once confirmed. More information on recruitment phases and states is available in the [Recruitment and Onboarding guide](#).

If the candidate cancels their interview and does not plan to reschedule, the state should be updated to '**Withdrawn by Candidate**'. Candidates can also withdraw applications themselves, hiring teams would receive a notification.

Once a candidate has been moved to the interview phase a report will be sent to the recruiter listed on the requisition via email to provide the reference details submitted upon application. This is currently limited to 2 references only and is sent the following day at 8am.



Quick Links to Detailed Steps

[Create an Interview Schedule](#)

[How to Add Timeslots to a candidate managed interview schedule](#)

[Candidate requests for additional interview slots](#)

[How to make changes to the interview schedule](#)

[How to invite a Candidate to an Interview](#)

[How to update the candidate status](#)

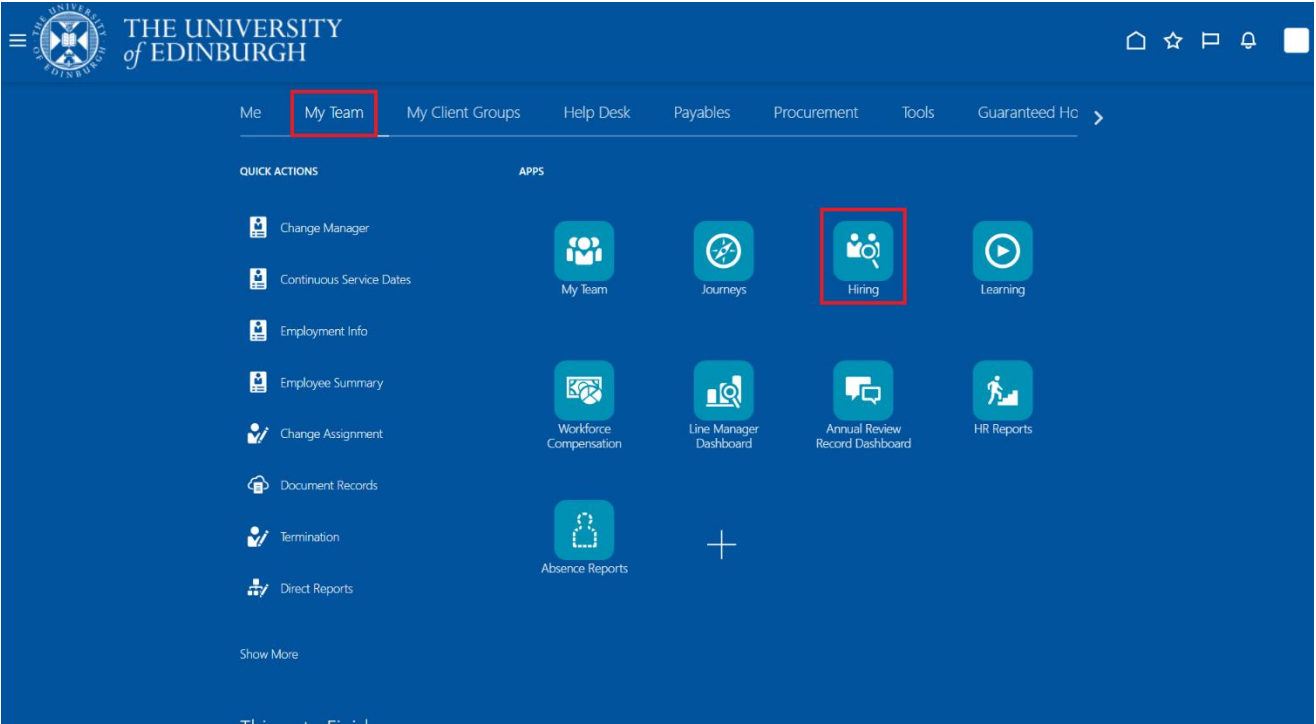
[How to cancel an interview](#)

In Detail

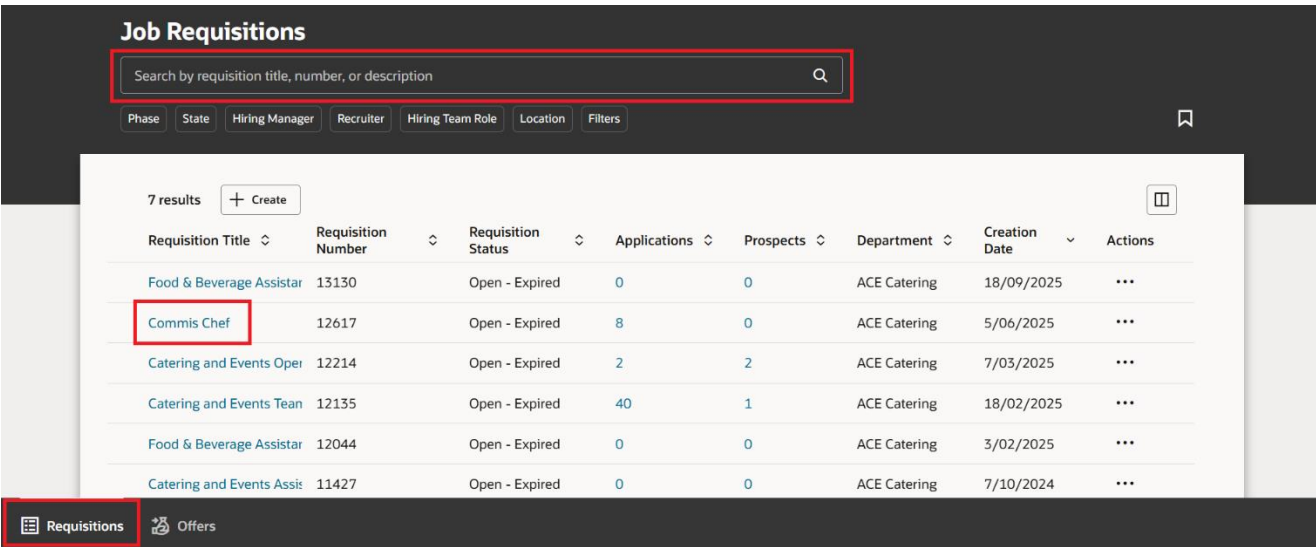
This section provides the detailed steps and includes relevant screenshots from the system.

Create an Interview Schedule

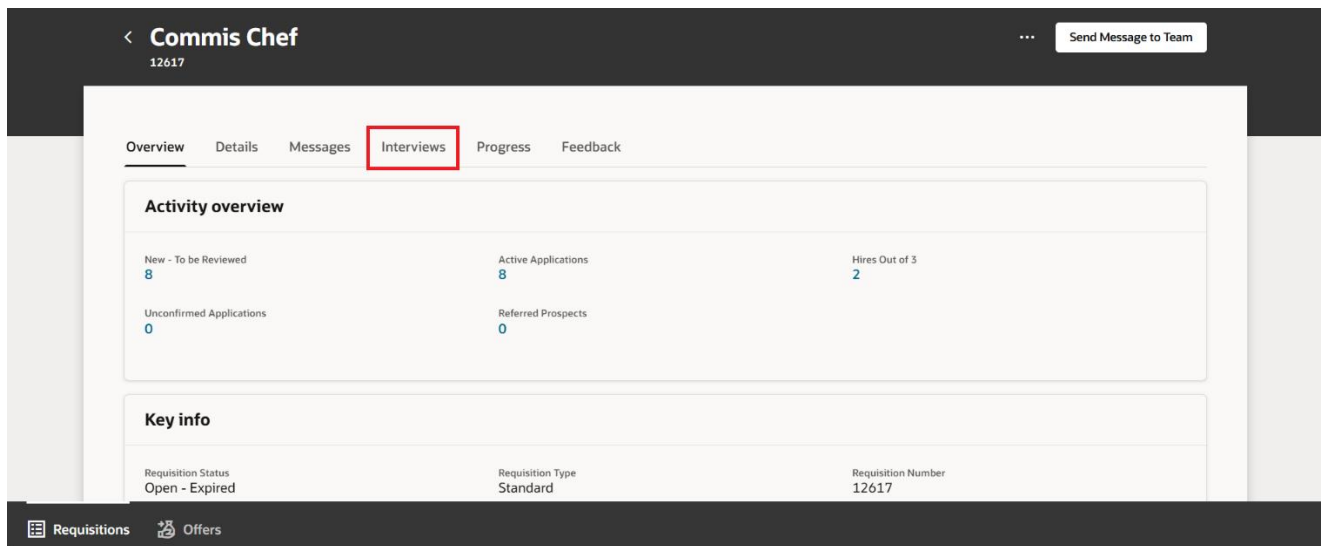
1. From the People and Money homepage select My Team (if accessing as a Line Manager) or My Client Groups (if accessing as an SDA), then the **Hiring App**.



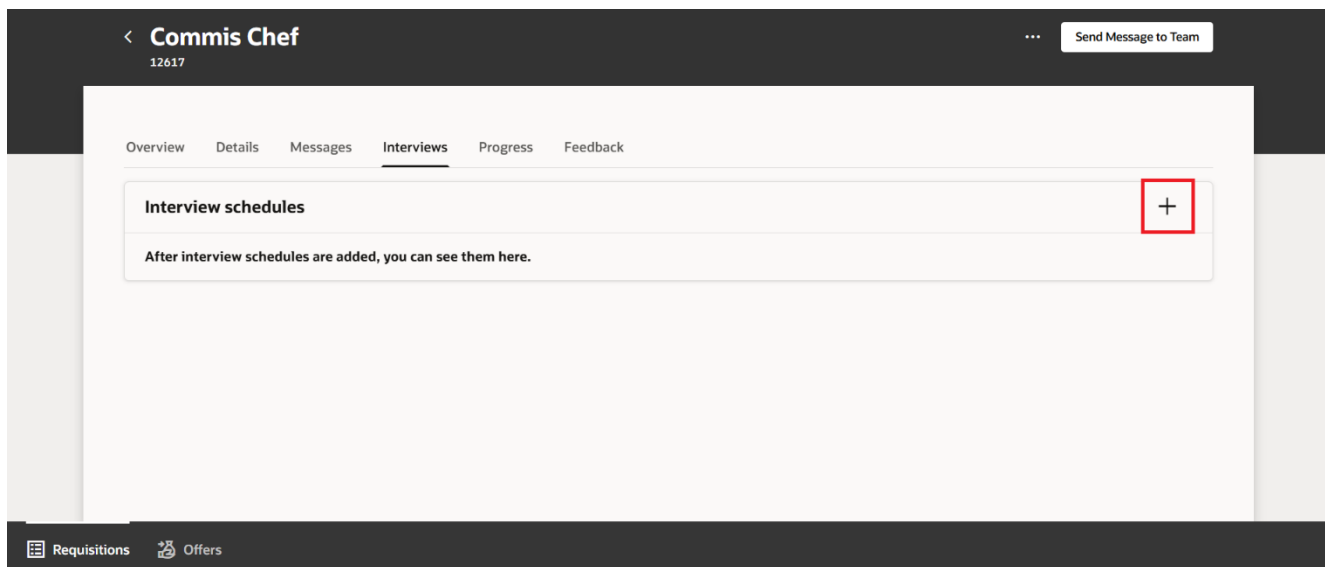
2. There are two tabs at the bottom of the screen: Requisitions and Offers. Ensure the **Requisitions** tab is selected and search for the job requisition using the requisition title, number or description. Click on the job requisition name to open it.



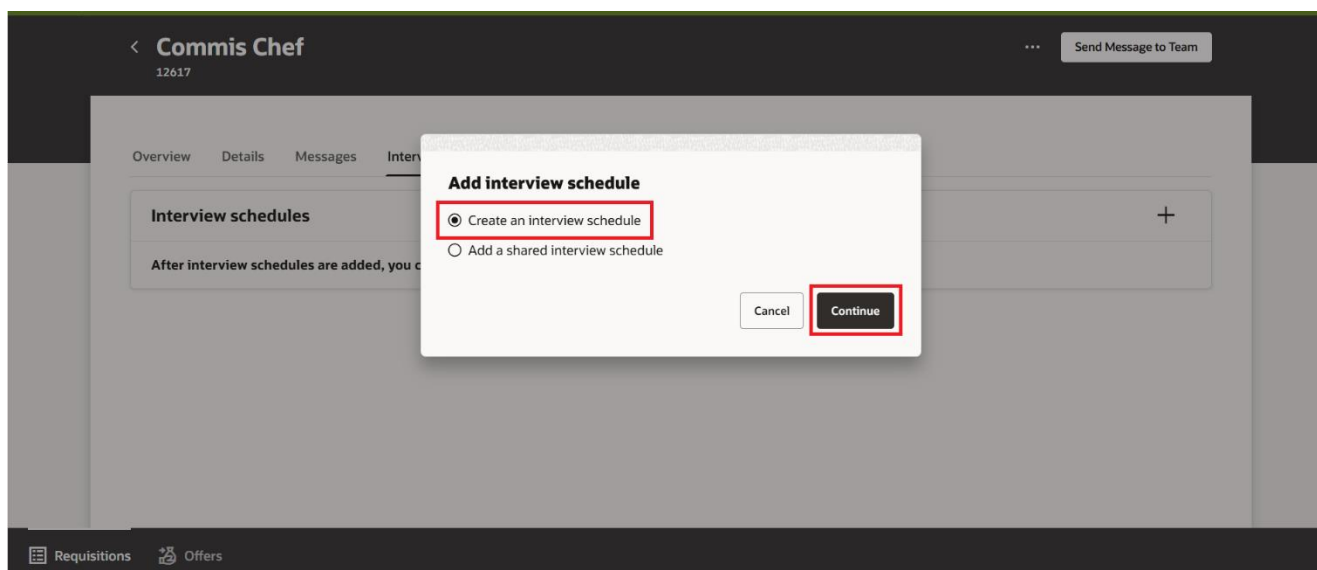
3. Click the **Interviews** tab.



4. Then, click on the **plus + (Add)** button to add an interview schedule.



- An **'Add interview schedule'** pop up will appear. Ensure **'Create an interview schedule'** is selected and click on the **Continue** button.



In **Create Interview Schedule** screen, select the appropriate Candidate Managed interview schedule template.

Template	When to use
Candidate Managed Interview – Web conference	For interviews being conducted via Teams, zoom etc.
Candidate Managed Interview – In Person	For interviews being conducted on campus in person.
Candidate Managed Interview - Phone	For interviews being conducted over the telephone.

Confirmation will display on screen that the template details have copied to the schedule

6. The **Schedule Title** will auto-populate with the name of the template selected. Amend this to something more meaningful if you are setting multiple interview templates for the same requisition e.g. you may wish to add the date of the interview DD/MM/YY at the end. The **Schedule Owner** will default to the person creating the schedule (note blank below but will display a name) and is a required field, this can be amended here or later if required, then select **Continue**.

The screenshot shows the 'Create Interview Schedule' interface. At the top, there's a header bar with 'Create Interview Schedule' on the left and 'Save and Close' and 'Cancel' buttons on the right. The main content area is divided into a form and a sidebar. The form is titled '1 Basic Information' and contains several fields: 'Template' (a dropdown menu showing 'Hiring Team Managed Interview- In Person (HTM_INTSCHED)'), 'Schedule Title' (a text field with 'Hiring Team Managed Interview- In Person'), and 'Schedule Owner' (a dropdown menu). The 'Schedule Title' and 'Schedule Owner' fields are highlighted with red boxes. Below these fields is a 'Continue' button. To the right of the form is a sidebar with a list of steps: '1 Basic Information', '2 Location Details', '3 Settings', '4 Candidate Info', and '5 Interviewer Documents'. The 'Basic Information' step is currently selected.

7. Add appropriate **Location Details**. Then click **Continue**.

University of EDINBURGH

Create Interview Schedule

Trainer (178)

Save and Close Cancel

1 Basic Information Edit

2 Location Details

Format

In Person

Address

argyle

Location Details

Name	Code	Town or City	Country
Argyle House	8834	Edinburgh	United Kingdom
Argyle House, Floor D, East	8976	Edinburgh	United Kingdom
Argyle House, Floor F, East	8973	Edinburgh	United Kingdom
Argyle House, Floor F, West	8972	Edinburgh	United Kingdom
Argyle House, Floor H, East	8975	Edinburgh	United Kingdom

3 Candidate Info

4 Interviewer Info

5 Interviewer Documents

For In-Person interviews you can enter an **Address** and any additional **Location Details** e.g. meeting room number or floor. To enter a university location, begin typing the building into the address field and select the option from the search options provided (see above).

For Phone interviews, a **phone** number and **extension** can be added.

For web conference interviews enter a **phone** number or **web conference link** and/or **access code** can be added.

8. Make changes to **Settings** as appropriate. Then click **Continue**.

Create Interview Schedule
Trainer (178)

① Basic Information Edit

② Location Details Edit

③ Settings

- ☒ Candidates can reschedule
- ☒ Candidates can cancel
- ☒ Candidates can schedule on same day
- ☒ Candidates can see future interviews

Interview Visibility
2 weeks

- ☒ Candidate limit on rescheduling

Reschedule Limit
3 times

- ☒ Candidates can't make last-minute changes

Hours Before Interview
48 hours

Continue

Save and Close Cancel

- a. Select/Deselect the checkboxes as appropriate. It would be recommended that you deselect **candidates can schedule on same day** to prevent same-day amendments to interviews.
- b. Set the visibility of the interview schedule. If you select the **Candidates can see future interviews** checkbox, the **Interview Visibility** will set the length of time for which the schedule will be visible.

IMPORTANT: The length of time selected here should cover the time between the interview being extended and the interview date e.g. if you have interviews in 3 weeks' time the interview visibility should be at least 3 weeks.

- c. It is possible to limit the amount of times a candidate can reschedule an interview using the options here as needed
- d. Select/Deselect the **Candidates can't make last minute changes** checkbox as required. If this is selected, the **Hours before interview** field can be used to select the length of time before the interviews that changes will be unable to be made.

9. Make changes to **Candidate** info, if needed. Then click **Continue**.

- a. **Pre Schedule Section** – Enter any information to be sent to the candidate before they select their interview for example details of any pre work required before the interview e.g. prepare a presentation.
- b. **Post-Schedule Details** – These are details you want to include in the interview email sent to all candidates. You can include extra info, like interview location directions, contact person on arrival, or web conference instructions. The text will be included in the interview invite email. An example of the interview invite template is included in the [appendices](#) for reference. Note

this will be sent once the candidate has confirmed their time and date for the interview. This is also visible to the candidate in the candidate profile in People and Money, go to Me > **Current Jobs > Submitted Applications**.

10. Make changes to **Interview Documents** if needed. Then click **Save and Close**.

Selecting **Include link to job posting** will send the hiring team a link to the published job board advert and job description details.

Selecting **Include link to resume** will include a link for collaborators to view the application details.

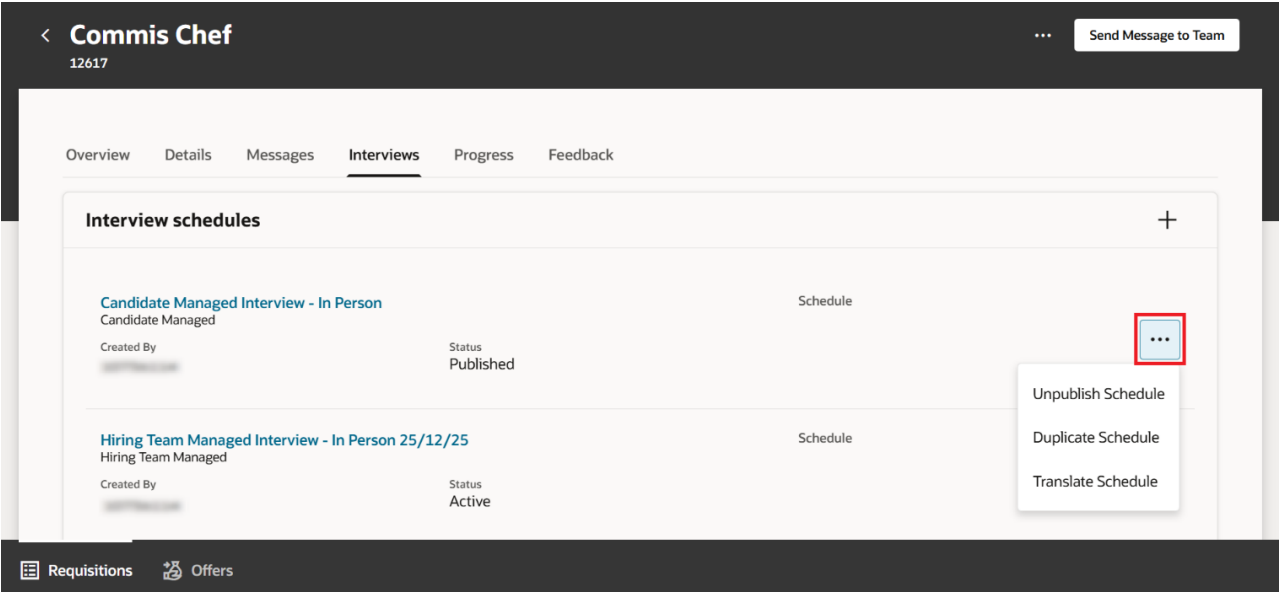
Selecting **Include link to .ics attachment** will allow the candidate to add the interview to an outlook calendar.

11. Reminders – select from the drop down if you want to remind hiring teams when few openings are left to book and specify the amount of openings, you can also choose to remind the hiring team when the schedule is full. **Then click Save and Close.**

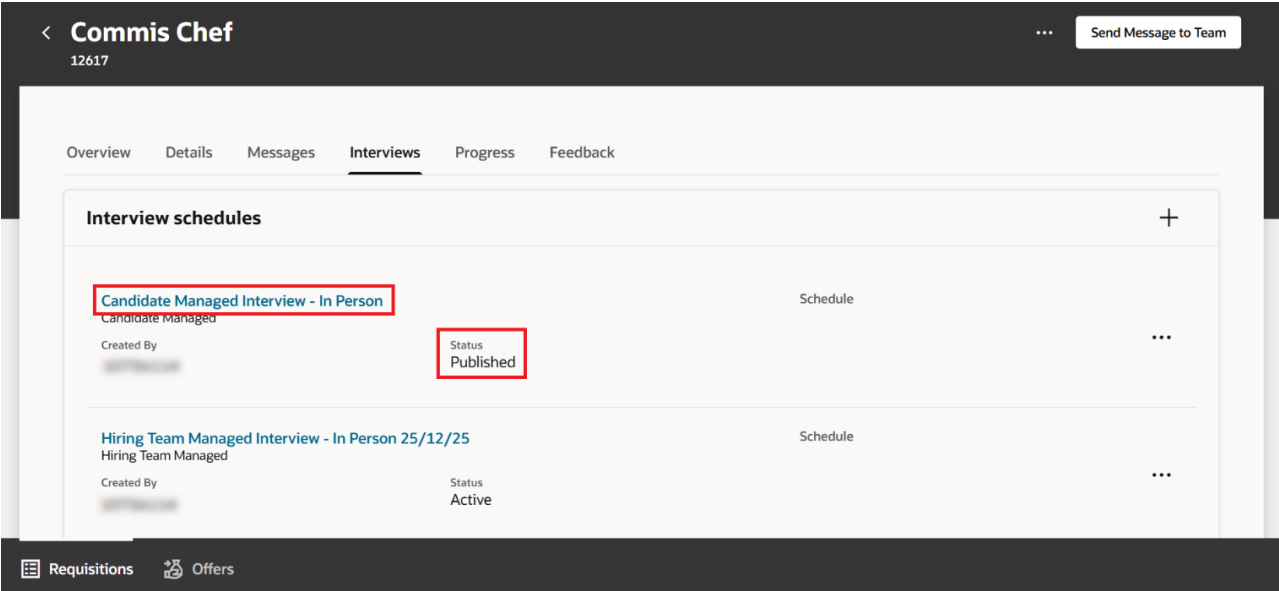
The screenshot shows the 'Create Interview Schedule' form for an 'Academic Policy Officer'. The form has a dark header with the title and a 'Save and Close' button. Below the header is a list of six sections: 1 Basic Information, 2 Location Details, 3 Settings, 4 Candidate Info, 5 Interviewer Documents, and 6 Reminders. Each section has an 'Edit' button. The 'Reminders' section is highlighted with a blue border and contains two sub-sections: 'When Few Openings Are Left' and 'When Schedule Is Full'. The 'When Few Openings Are Left' sub-section has a dropdown menu set to 'Number of openings' and a text input field containing the number '3'. The 'When Schedule Is Full' sub-section has a dropdown menu with three options: 'No reminder', 'No reminder', and 'Send Reminder'. The 'Send Reminder' option is currently selected and highlighted in blue.

How to Add Timeslots to a Candidate Managed Interview Schedule

- 1. The schedule will default to being **published**:
 - a. To **unpublish Interview Schedule** click the **ellipsis** button and click **Unpublish Schedule**.
 - b. To **delete a schedule**, first unpublish the schedule and then click the **ellipsis** button, you will now see an option to **delete schedule**.
 - c. To **republish a schedule** that has been unpublished, click the **ellipsis** button and click the option to **publish schedule**.



- 2. Ensure that the schedule is set to **Published**. To add interview slots, select the interview template link.



3. Click **Add** to create an interview slot.

The screenshot shows the 'Candidate Managed Interview - In Person' page for Trainer (178). The main content area is titled 'Interviews' and displays a calendar for October 2020. The calendar has columns for days of the week (Sun to Sat) and rows for dates (1 to 31). A red box highlights the 'Add' button in the top right corner of the calendar interface. Below the calendar, there is a 'Basic Information' section with an 'Edit' button.

4. Add the **interview dates** by selecting the calendar icon then selecting the interview date(s) from the calendar, you can select multiple dates if required.

The screenshot shows the 'Create Interview' page for Trainer (178). The page has a dark header with the University of Edinburgh logo and navigation icons. The main content area is titled 'Create Interview' and contains several form fields. The 'Interview Dates' field is highlighted with a red circle and the number 1, indicating where to click the calendar icon to select dates. Other fields include 'Requisition' (Trainer (178)), 'Schedule Title' (Candidate Managed Interview - In Person), 'Format' (In Person), 'Address' (Argyle House), 'Location Details', 'Start Time' (h:mm.a), 'End Time' (h:mm.a), 'Meeting Duration', 'Interviewers' (Add Another Interviewer), and '*Number of Candidates' (1). Buttons for 'Save and Close' and 'Cancel' are in the top right corner.

Create Interview
Trainer (178)

Requisition
Trainer (178)

Schedule Title
Candidate Managed Interview - In Person

*Interview Dates
12/10/2020 - 13/10/2020

Format
In Person

Address
Argyle House

Location Details

*Number of Candidates
1

Add Another Interviewer

- Click away from the calendar to confirm your selection.
- Add **Start Time** and **End Time** by selecting the appropriate icon, selecting the hour, minute and AM/PM sections. Note that this is the window of time in which candidates can book onto an interview slot (not the time of each individual interview slot).

Enter Meeting Duration – i.e. the length of each interview.

Enter the number of candidates – this is the number of candidates that can attend each interview slot.

Create Interview
Academic Policy Officer

Requisition
Academic Policy Officer

Schedule Title
Candidate Managed Interview - Web Conference

*Interview Dates
26/11/2023 - 28/11/2023
3 days selected

*Time Zone
(UTC+00:00) London - Greenwich Mean Time (GM)

*Start Time
9.00 AM

*End Time
1.00 PM

*Meeting Duration
1 hour

*Number of Candidates
9

Format
Web Conference

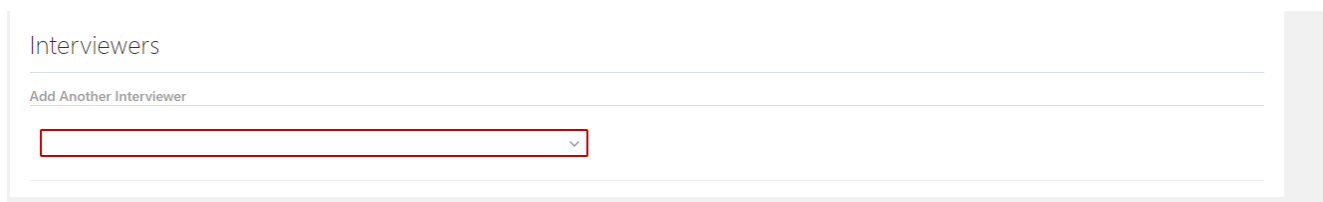
Phone

Web Conference Link
test

Access Code
12345

Note the time zone defaults to GMT and will adjust to the local browser time the candidate is in. Then click **OK**.

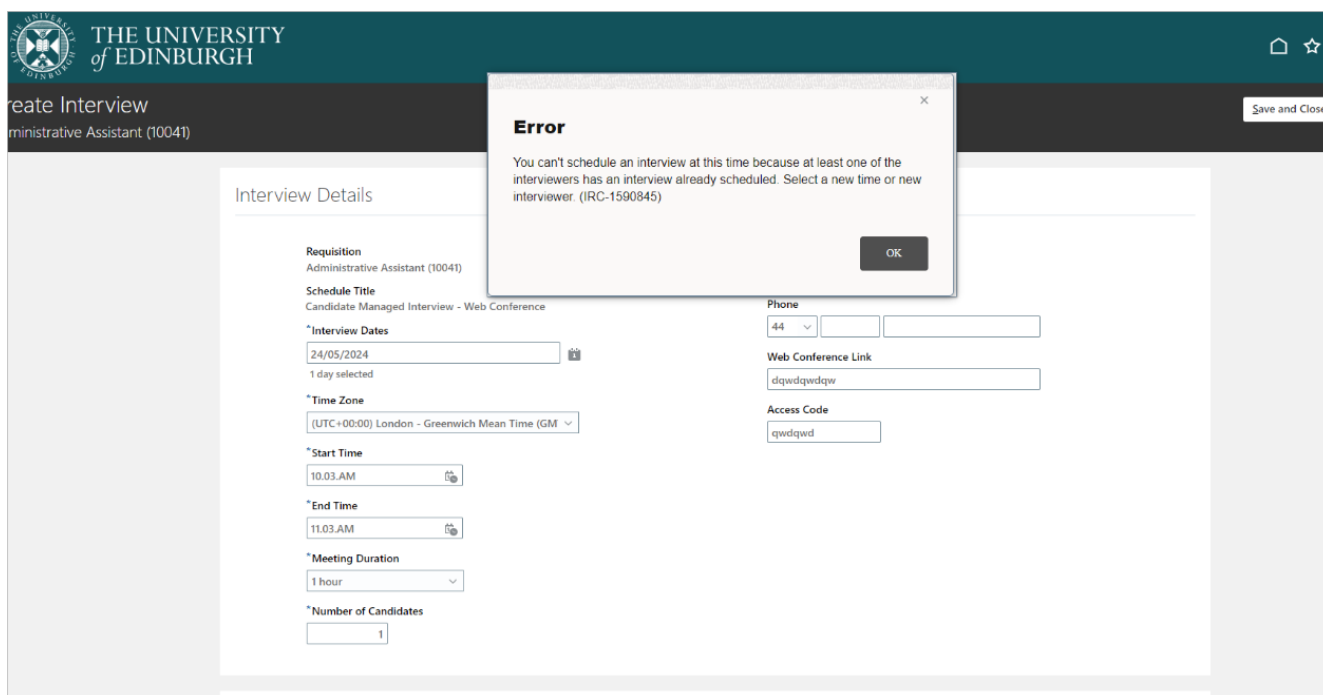
7. Add **Interviewer Details** by typing the interviewer's full name into the field and selecting their name from the list which appears



The screenshot shows a web interface with a header 'Interviewers'. Below it is a text input field with the placeholder 'Add Another Interviewer'. A red rectangle highlights a dropdown arrow on the right side of the input field.

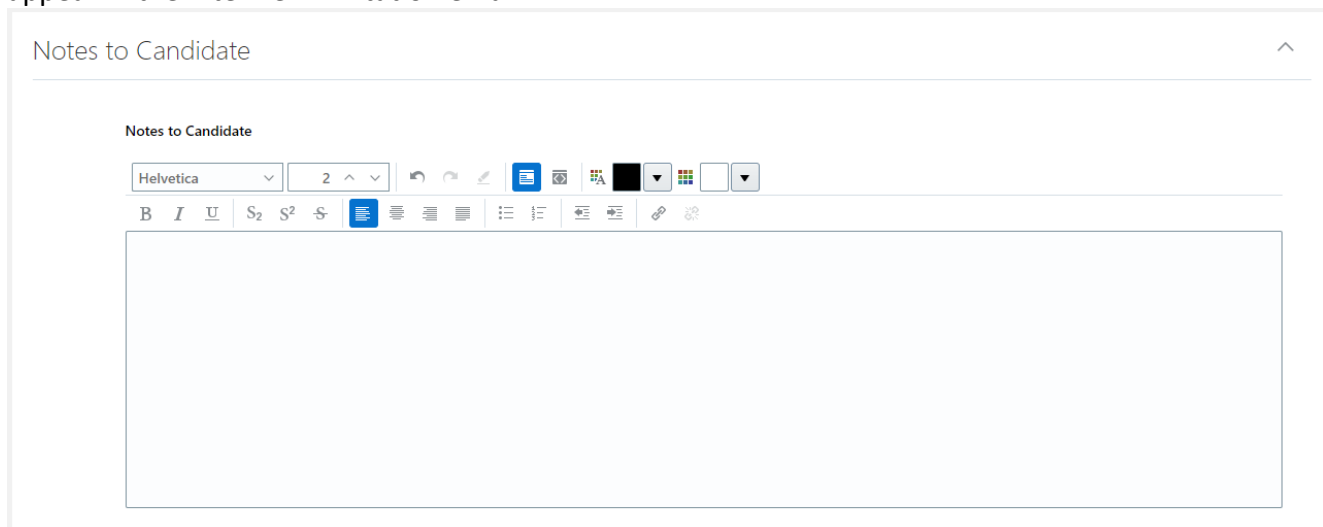
8. Select the **Add Another Interviewer** link below and repeat the process if required.

Note, if the interviewer already has an interview scheduled the system will display an error, you will need to select a new time or new interviewer.



The screenshot shows the 'Create Interview' form for 'Administrative Assistant (10041)'. The form includes fields for 'Requisition', 'Schedule Title', 'Interview Dates', 'Time Zone', 'Start Time', 'End Time', 'Meeting Duration', and 'Number of Candidates'. An error message box is displayed over the form, stating: 'Error: You can't schedule an interview at this time because at least one of the interviewers has an interview already scheduled. Select a new time or new interviewer. (IRC-1590845)'. The error box has an 'OK' button.

9. Add Notes to Candidate. Can be used to provide additional information to the candidate and will appear in the interview invitation email



The screenshot shows the 'Notes to Candidate' text editor. It features a toolbar with various formatting options (bold, italic, underline, text color, background color, bullet points, numbered list, link, unlink, etc.) and a large text area for entering notes.

10. When all details are complete, select **Save and Close**.

Create Interview
Academic Policy Officer

Save and Close

Cancel

Interview Details

Requisition
Academic Policy Officer (8428)

Schedule Title
Candidate Managed Interview - Web Conference

*Interview Dates
26/11/2023 - 28/11/2023
3 days selected

*Time Zone
(UTC+00:00) London - Greenwich Mean Time (GM)

*Start Time
9:00 AM

*End Time
1:00 PM

*Meeting Duration
1 hour

*Number of Candidates
9

Format
Web Conference

Phone
Web Conference Link
test

Access Code
12345

Interviewers

11. Select the appropriate view from the left hand side of the screen to see the schedule created, you can choose from:

- Day View
- Week View
- Month View
- List View

< Candidate Managed Interview - Web Conference
Research Assistant (8575)

Interviews

Today Feb 23, 2024 - Mar 7, 2024

Show Filters Add

Saturday, March 2

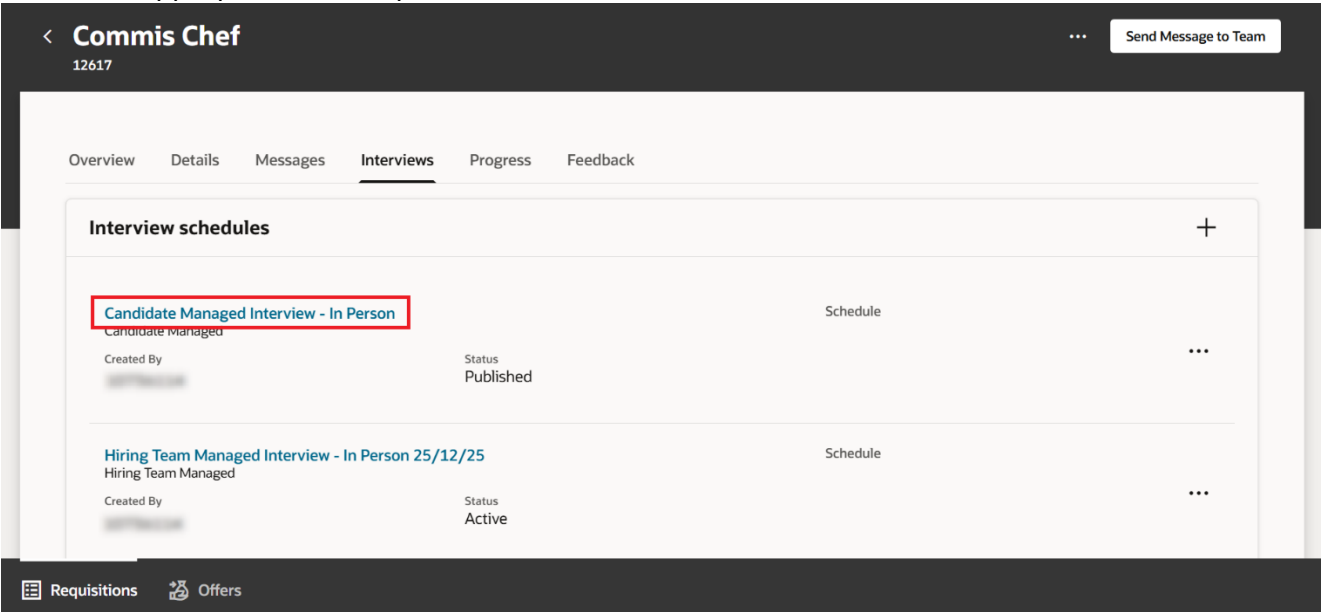
12:00 AM 0 out of 3 scheduled

Candidate Requests for Additional Interview Slots

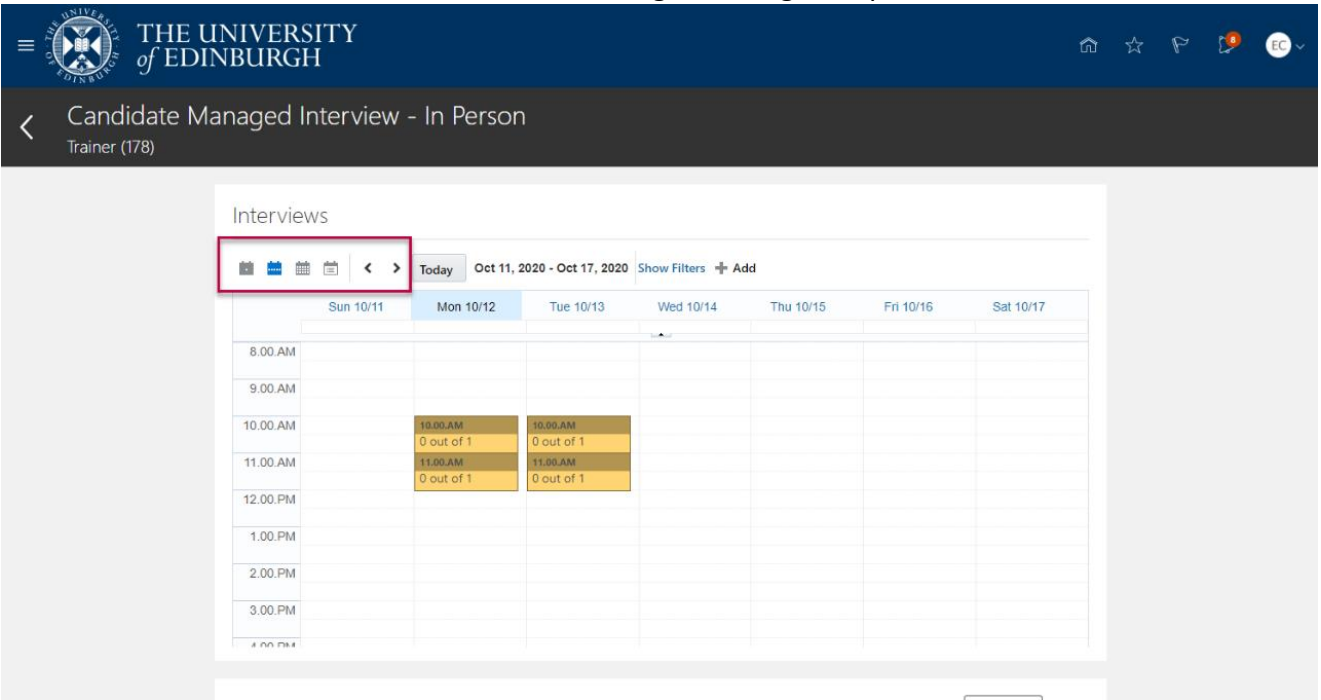
Please note: When candidates are asked to schedule an interview there is an option for them to request additional date/time slots. When candidates make a request the Hiring Manager and named recruiter will receive a notification that contains details of the request. An example of the notification is included in [Appendix G](#).

How to Make Changes to an Interview Schedule

1. To make changes to **Interview Schedule**, select the Interview Schedule link from the Interviews tab within the appropriate Job Requisition.



2. Locate the interview schedule in the calendar using the navigation provided.



3. To make changes to an interview timeslot select the **calendar entry** then select **Edit**.

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Candidate Managed Interview - In Person
Trainer (178)

Interview Details Edit

Requisition Trainer (178)	Format In Person
Schedule Title Candidate Managed Interview - In Person	Address Argyle House 3 Lady Lawson Street EDINBURGH EH3 9DR UNITED KINGDOM
Start Date and Time 12/10/2020 10.00.AM	Location Details
End Date and Time 12/10/2020 11.00.AM	
Interviewers Emma Cunningham	Number of Candidates 1
Notes to Candidate	

4. Make any required changes then select **Save**

THE UNIVERSITY of EDINBURGH

Candidate Managed Interview - In Person
Trainer (178)

Interview Details Delete Save Cancel

Requisition Trainer (178)	Format In Person
Schedule Title Candidate Managed Interview - In Person	Address Argyle House
*Start Date and Time 12/10/2020 9.00.AM	Location Details
*End Date and Time 12/10/2020 10.00.AM	
Interviewers Emma Cunningham Add Another Interviewer	*Number of Candidates 1
Notes to Candidate	

An interview slot can be removed by selecting **Delete**, the candidate will receive an email to confirm the cancellation. Interviewers will also be notified.

Please **do not use** the 'respond' option on this screen.

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Candidate Managed Interview - Web Conference
Research Assistant (8575)

Cancel Interview **Respond**

Interview Details Edit

Requisition Research Assistant (8575)	Format Web Conference
Schedule Title Candidate Managed Interview - Web Conference	Phone +45 (44)1234123423
Start Date and Time 2/03/2024 12:00:AM Europe/London	Web Conference Link weblink@interview.com
End Date and Time 2/03/2024 1:00:AM Europe/London	Access Code 1234
Number of Candidates 3	

Interviewers Edit

Craig Hennessy

Notes to Candidate Edit

5. Use the **return** icon to see the changes in calendar view

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Candidate Managed Interview - In Person
Trainer (178)

Interview Details Edit

Requisition Trainer (178)	Format In Person
Schedule Title Candidate Managed Interview - In Person	Address Argyle House 3 Lady Lawson Street EDINBURGH EH3 9DR UNITED KINGDOM
Start Date and Time 12/10/2020 9:00:AM	Location Details
End Date and Time 12/10/2020 10:00:AM	
Interviewers Emma Cunningham	Number of Candidates 1
Notes to Candidate	

Interviews

<

>

Today

Oct 11, 2020 - Oct 17, 2020

Show Filters

Add

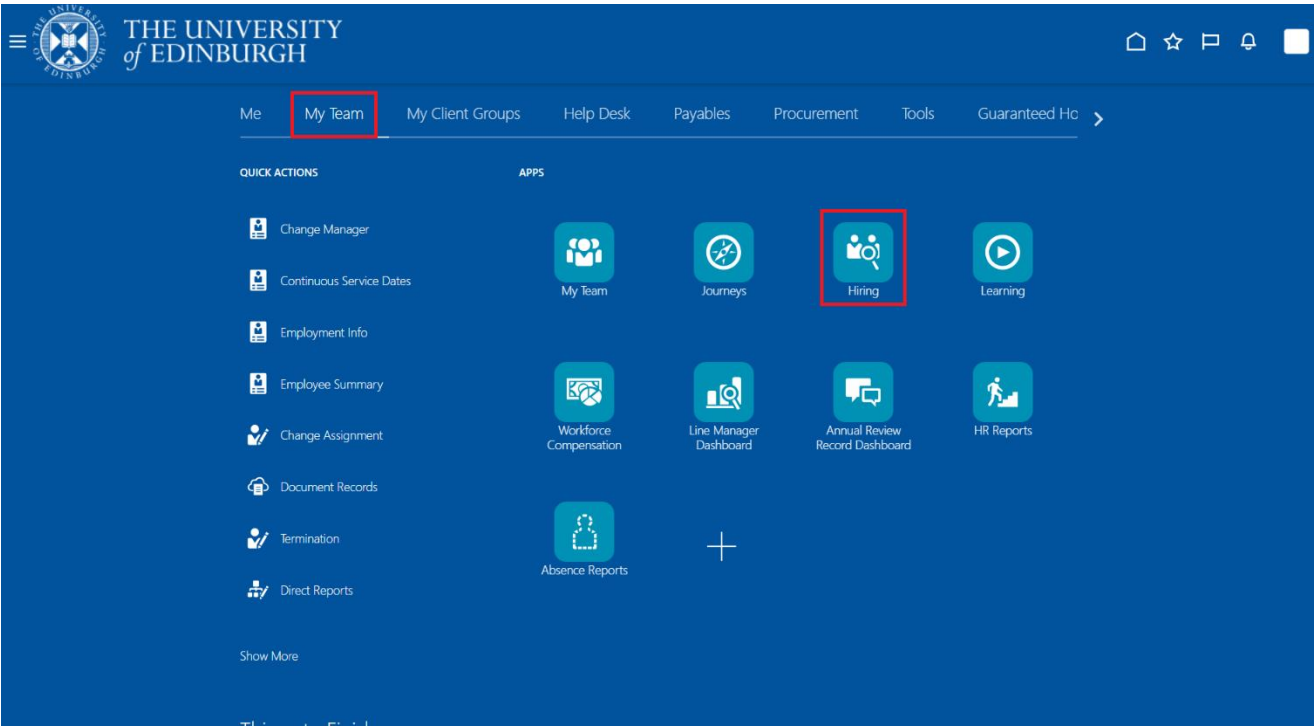
	Sun 10/11	Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17
8.00.AM							
9.00.AM		9.00.AM 0 out of 1					
10.00.AM			10.00.AM 0 out of 1				
11.00.AM		11.00.AM 0 out of 1	11.00.AM 0 out of 1				
12.00.PM							
1.00.PM							
2.00.PM							
3.00.PM							
4.00.PM							

Basic Information

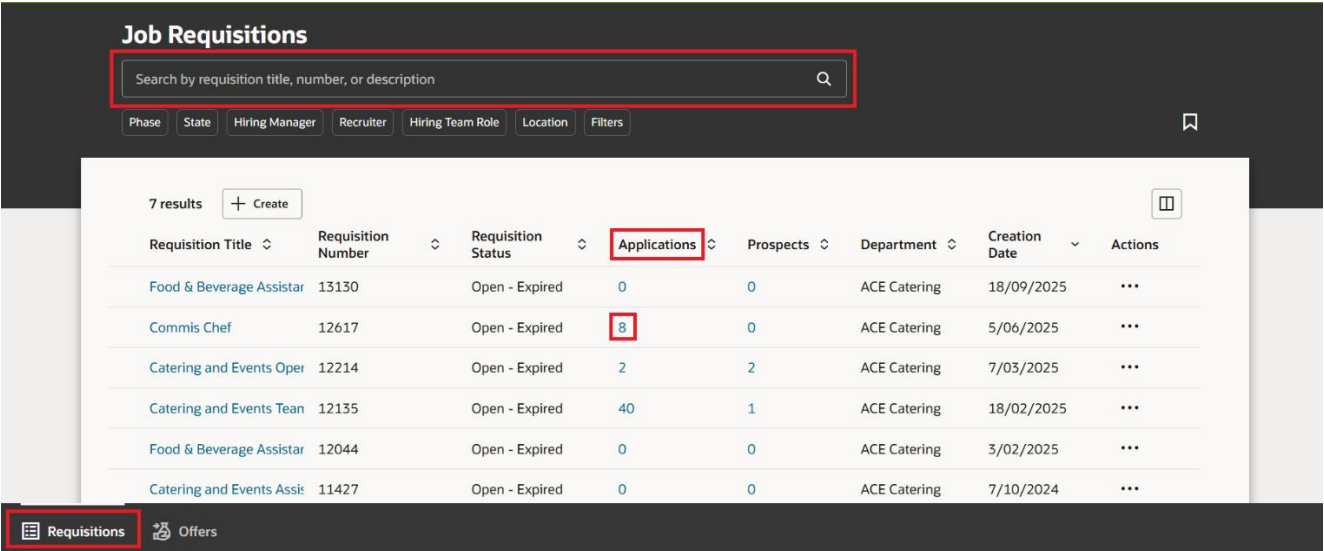
Edit

How to Invite a Candidate to an Interview

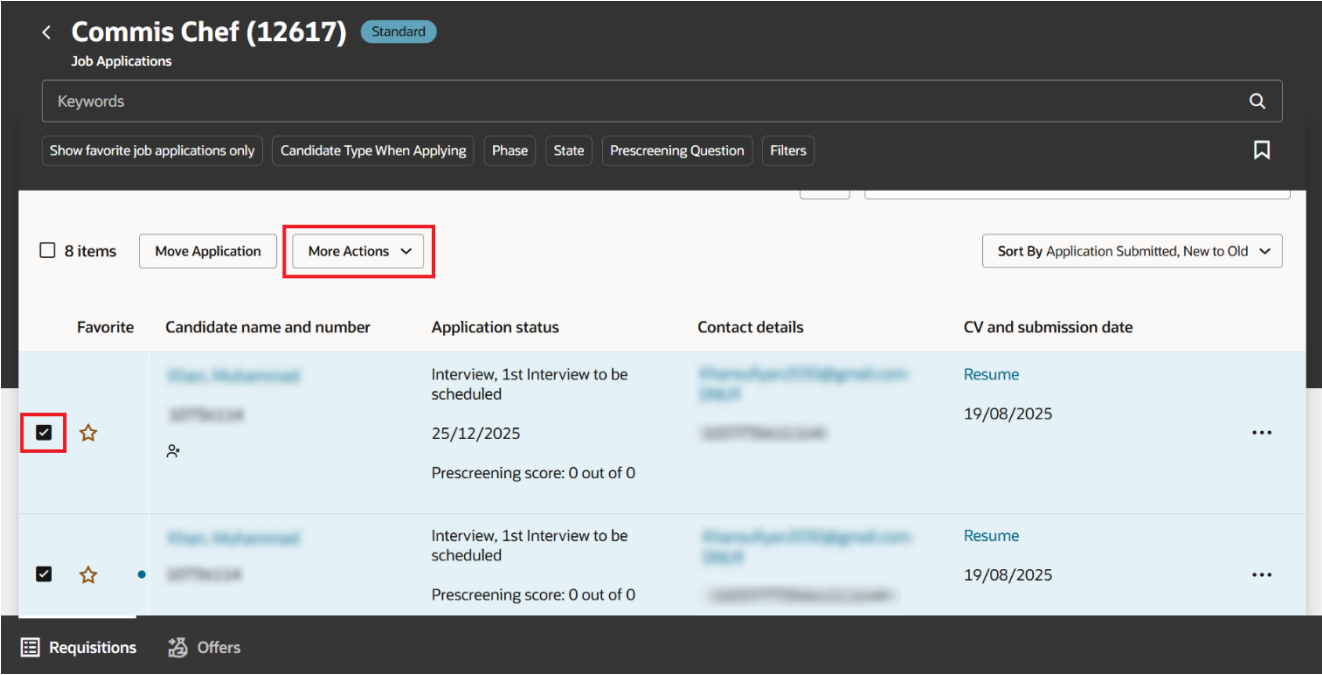
1. From the People and Money homepage select My Team (if accessing as a Line Manager) or My Client Groups (if accessing as an SDA), then the **Hiring App**.



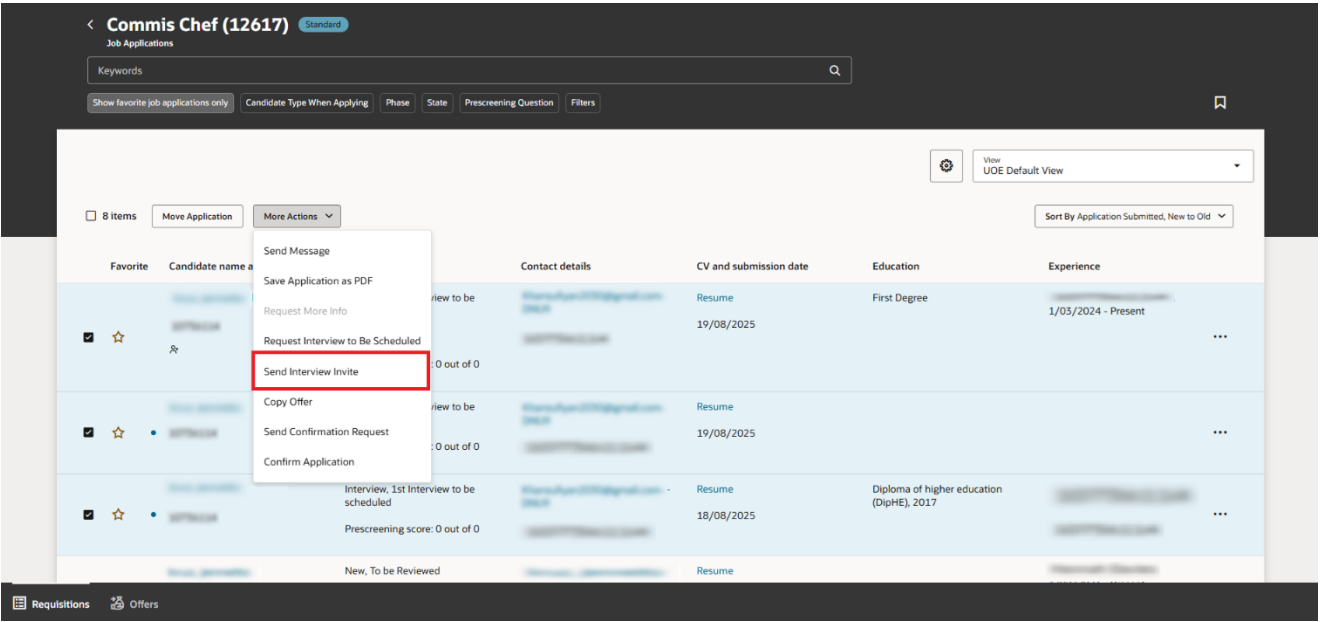
2. There are two tabs at the bottom of the screen: Requisitions and Offers. Ensure the **Requisitions** tab is selected and search for the job requisition using the requisition title, number or description. Click on the **number of applications** for the correct job requisition.



4. Select the candidates you want to invite to interview and click on the **More Actions** button.



5. Then select **Send Interview Invite**.



7. Tick **Candidate Managed** then click **Save and Close**.

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Send Interview Invite
Trainer (178)

Save and Close Cancel

Candidates (2)

Select Interview Schedule

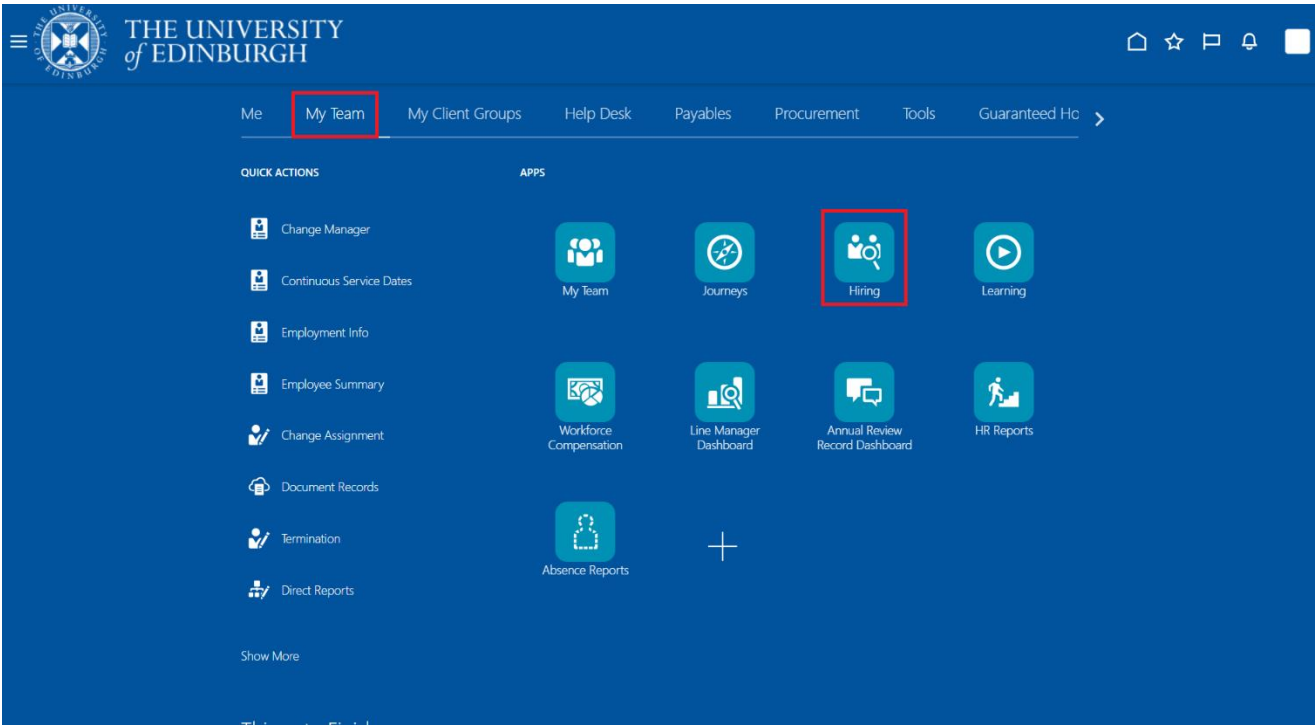
☒ Candidate Managed Interview - In Person

8. Remember to update the [candidate's status](#) to **1st Interview Scheduled**.

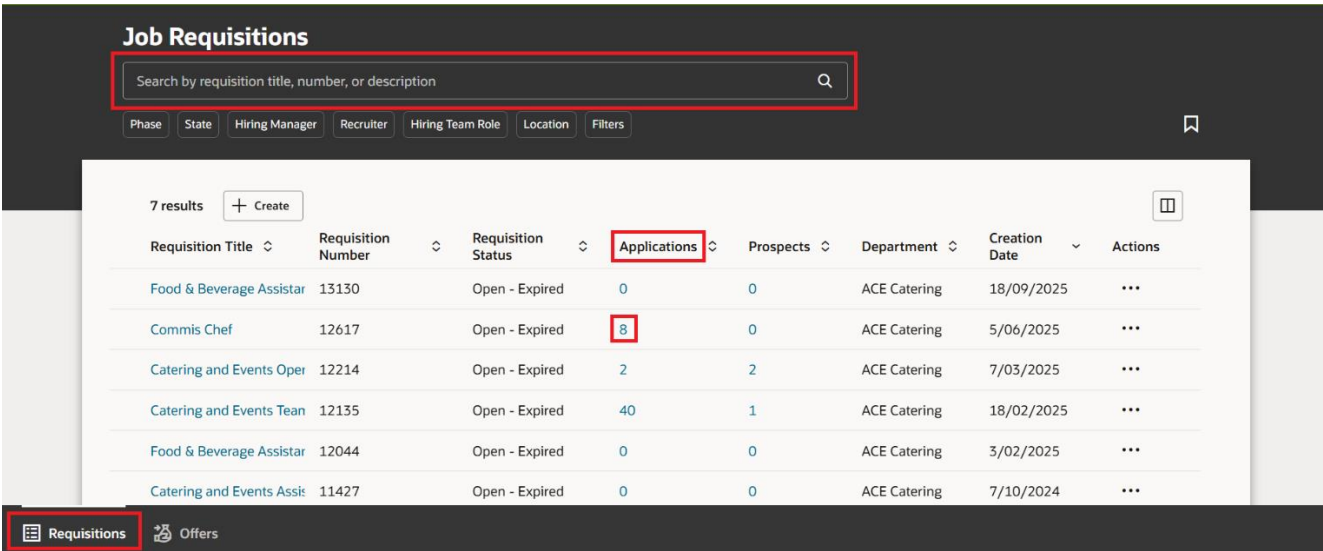
An example of the interview information sent candidates and the interview team are in the [appendices](#) for reference.

How to Update the Candidate Status

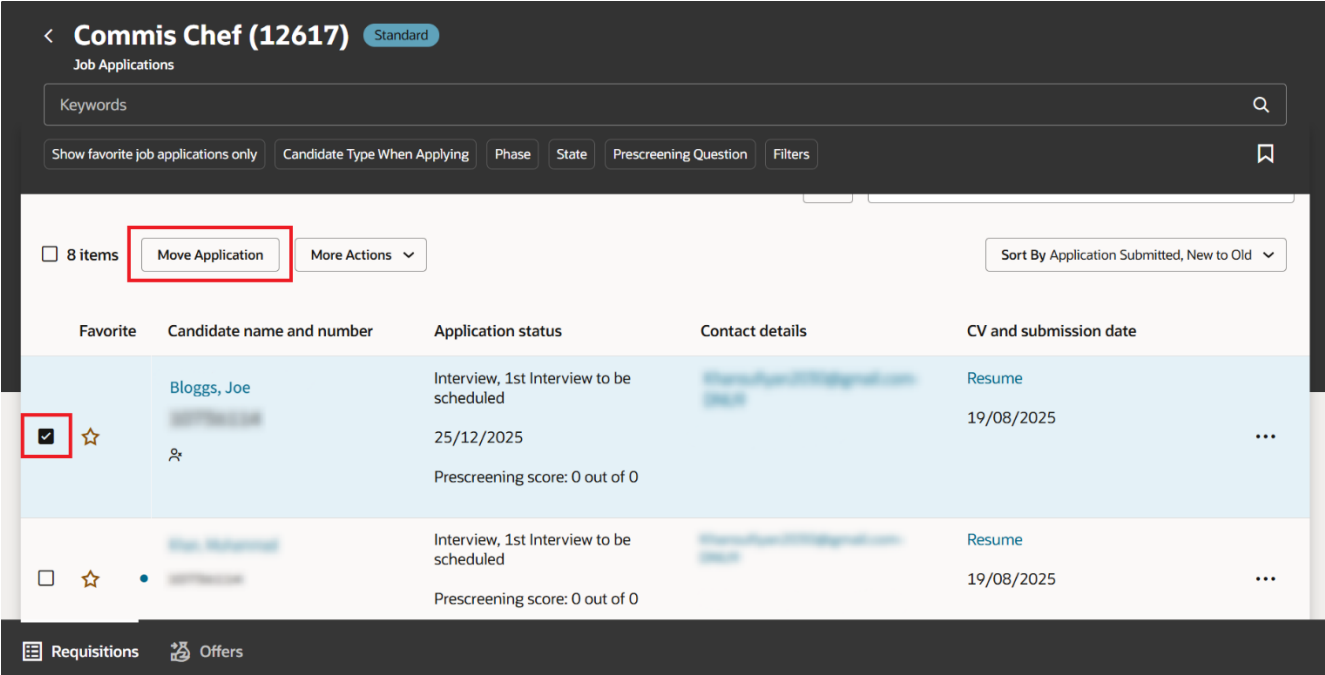
- 1. From the People and Money homepage select My Team (if accessing as a Line Manager) or My Client Groups (if accessing as an SDA), then the **Hiring App**.



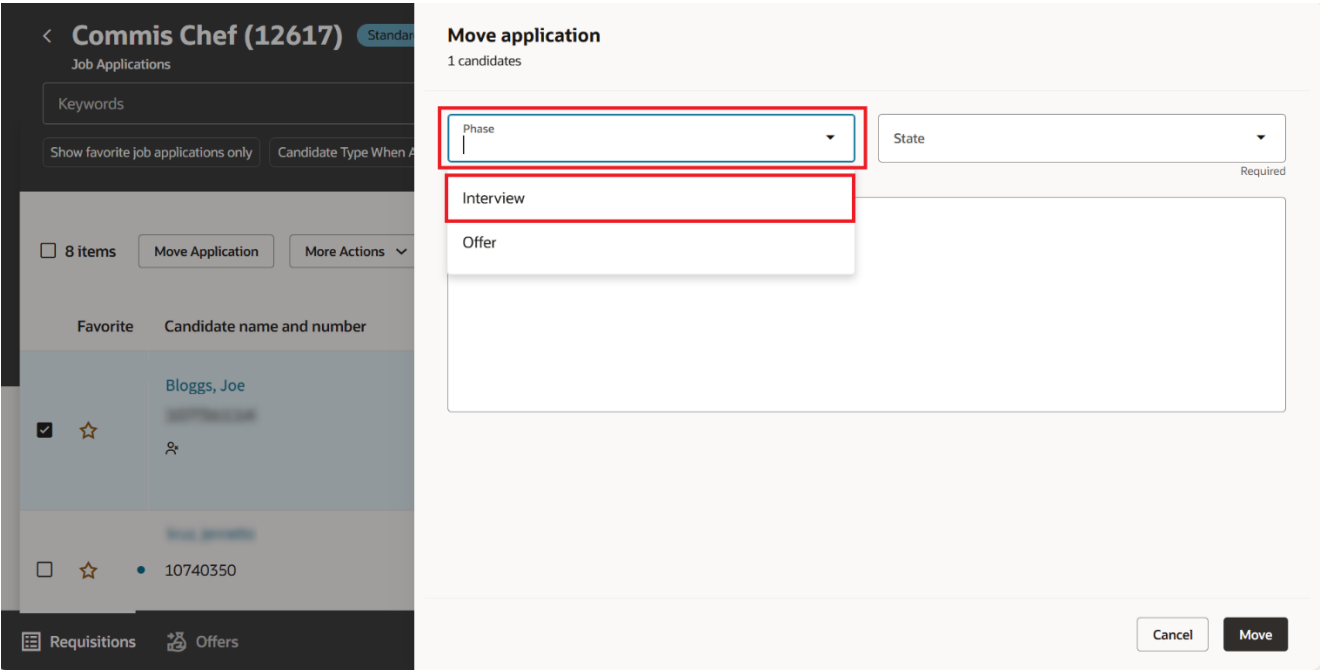
- 2. There are two tabs at the bottom of the screen: Requisitions and Offers. Ensure the **Requisitions** tab is selected and search for the job requisition using the requisition title, number or description. Click on the **number of Applications**.



3. From the **job applications** screen select the **checkbox** next to the candidates' name, click on the **Move Application** button.



4. Use the **Phase** dropdown to select **Interview**.



6. Then use the **State** dropdown to select **1st Interview Scheduled** then click the **Move** button.

Commis Chef (12617)

Standard

Job Applications

Keywords

Show favorite job applications only

Candidate Type When A

8 items

Move Application

More Actions

Favorite

Candidate name and number

Bloggs, Joe

10740350

Requisitions

Offers

Move application

1 candidates

Phase

Interview

Comment

State

1st Interview scheduled

Awaiting response

Accepted invitation

Declined invitation

Additional assessment to be scheduled

Additional assessment scheduled

Awaiting interview/Assessment outcome

Panel feedback requested

Cancel

Move

7. If the candidate cancels an interview and does not plan to reschedule, ensure you update the state to **Withdrawn by Candidate**.

Commis Chef (12617)

Standard

Job Applications

Keywords

Show favorite job applications only

Candidate Type When A

8 items

Move Application

More Actions

Favorite

Candidate name and number

Bloggs, Joe

10740350

Requisitions

Offers

Move application

1 candidates

Phase

Interview

Comment

State

Selected for Offer

Did not attend interview

2nd Interview to be scheduled

2nd Interview scheduled

On Hold

Reserve

Rejected by Employer

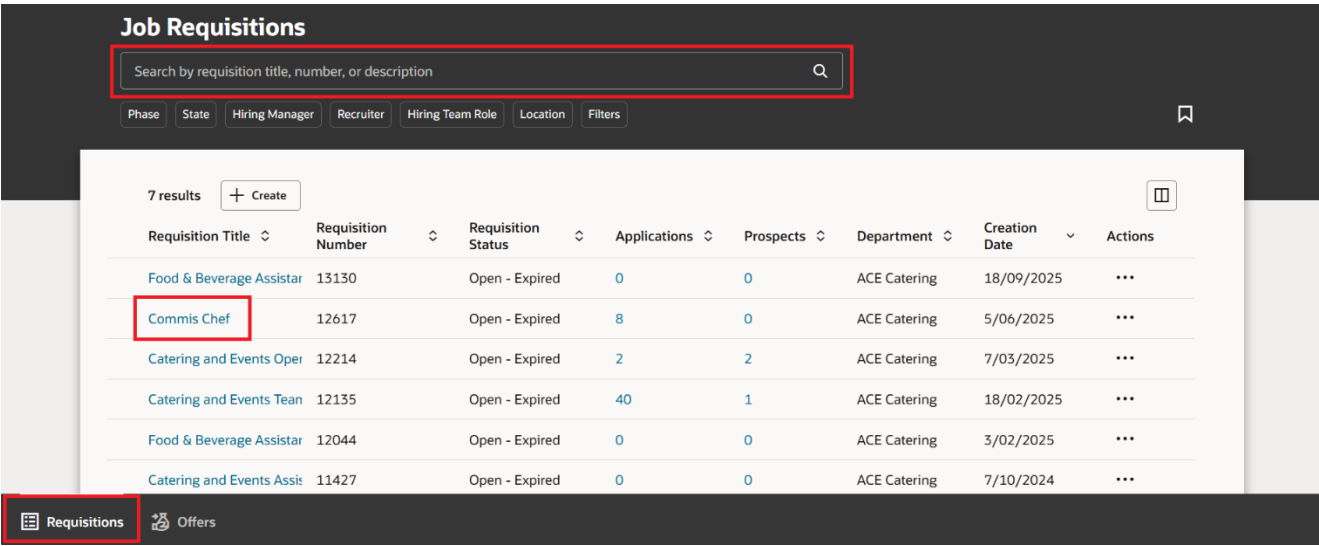
Withdrawn by Candidate

Cancel

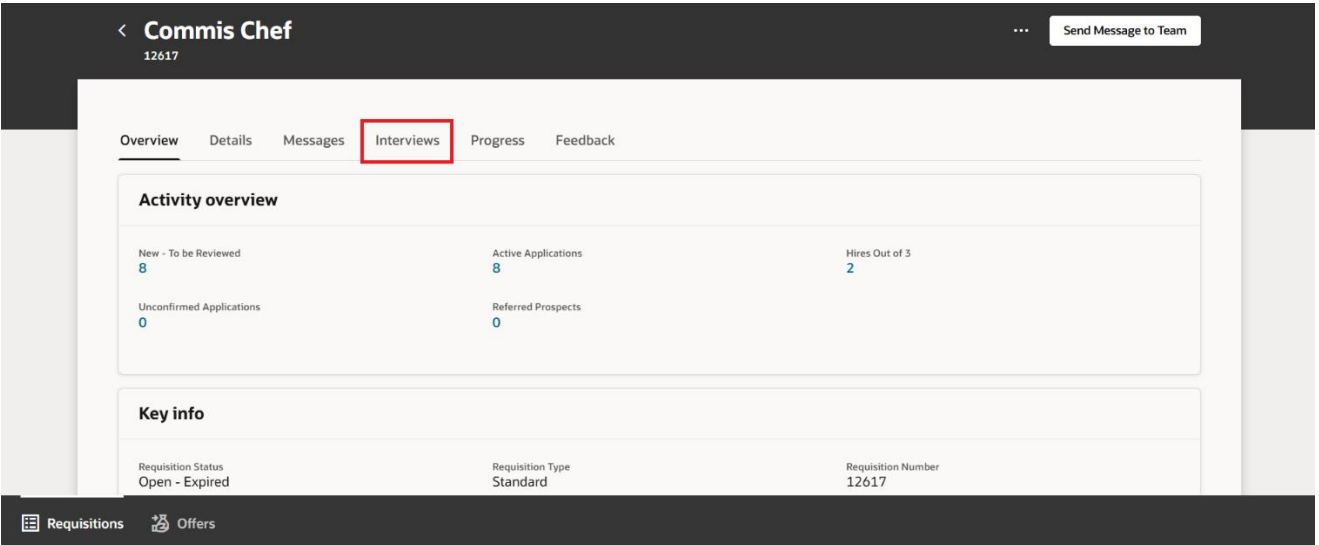
Move

How to Cancel an Interview

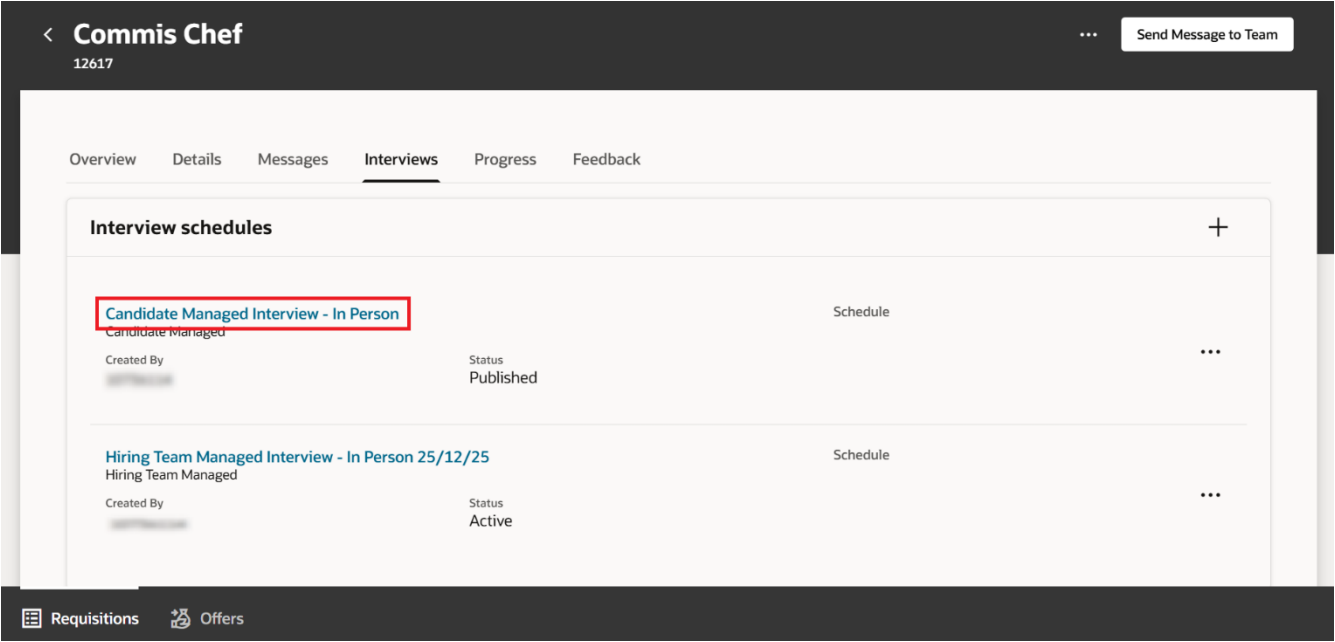
- 1. In the **Requisitions** tab, search for the job requisition using the requisition title, number or description. Click on the job requisition name to open it.



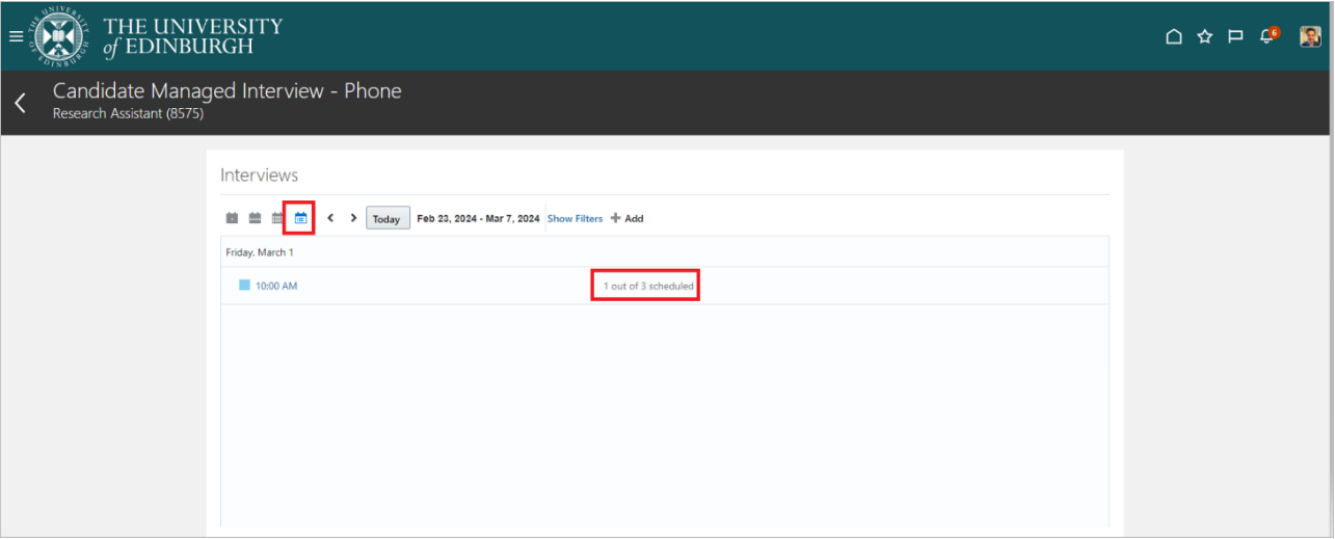
- 2. Click the **Interviews** tab.



3. Select the title for the appropriate schedule you want to cancel an interview for.



4. For ease, click the **List View** icon to show a list of all interview slots that have been created. The overview will show you how many of the slots have had interviews scheduled.



5. If candidates have scheduled an interview, you can cancel the interview by clicking on the timeslot, this will then take you to the following screen where you can click **Cancel interview**

The screenshot shows the 'Candidate Managed Interview - Web Conference' page for Research Assistant (8575). The page has a dark teal header with the University of Edinburgh logo and navigation icons. Below the header, there's a breadcrumb trail and a 'Cancel Interview' button highlighted with a red box. The main content area is divided into sections: 'Interview Details' (with fields for Requisition, Schedule Title, Start/End Date and Time, Number of Candidates, Format, Phone, Web Conference Link, and Access Code) and 'Interviewers' (listing Craig Hennessy). There's also a 'Notes to Candidate' section at the bottom.

6. If there are no interviews scheduled for the time slot the “Cancel Interview” option will not appear. Instead, you should either edit the schedule or delete the schedule (see [How to invite a Candidate to an Interview section](#)).

The screenshot shows the 'Interviews' section of the system. The 'Interviews' tab is highlighted with a red box. The main content area displays a list of interviews, with one entry highlighted: 'Hiring Team Managed Interview - In Person 25/12/25'. This entry shows the start and end dates and times, the schedule type, format, and interviewers. A 'Scheduled' status is shown next to the entry, and a red box highlights the 'Cancel' icon (a calendar with an 'X') next to the status.

The candidate and hiring team are notified that the interview is cancelled.

An example of the notification and email are included in the [appendices](#).

Appendix

Appendix A – Example of email sent to the candidates to book an interview



[View in Browser](#)

THE UNIVERSITY
of EDINBURGH

Help make the world a better place

You're invited to schedule an interview!

Dear {Candidate name},

We are pleased to invite you to schedule an interview for Research Assistant that you applied to.

Go to the [interview calendar](#) to schedule your interview.

Sincerely,

University of Edinburgh
Recruiting Team

Please note: Calendar links default to UTC time. When you save the event it will save it to your calendar in the time zone according to your local settings. The invite will however retain the UTC time unless you manually change this in your calendar.

Clicking the “Interview Calendar” takes them to the following screen where the available slots are displayed. The candidate is asked to enter a unique 6-digit code emailed to them prior to accessing this screen:

🏠 | Schedule Interview

Schedule Interview

THIS IS WHERE PRESCHEDULE DETAILS APPEAR

NEXT WEEK

Friday
March 1, 2024

10:00 AM

10:45 AM

Request additional interview slots

Time zone: Europe/London

It is possible for candidates to request additional interview slots. They can do this by clicking the link under the available slots. The link will take them to the following screen:



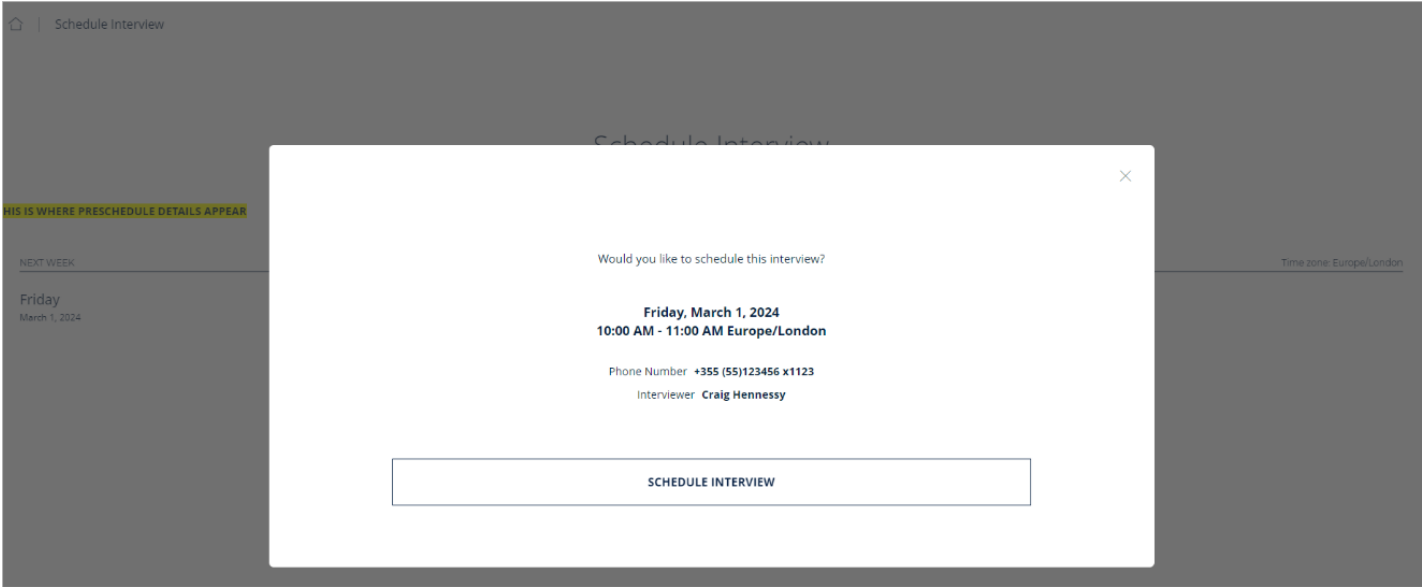
Request additional interview slots

Tell us what you need *

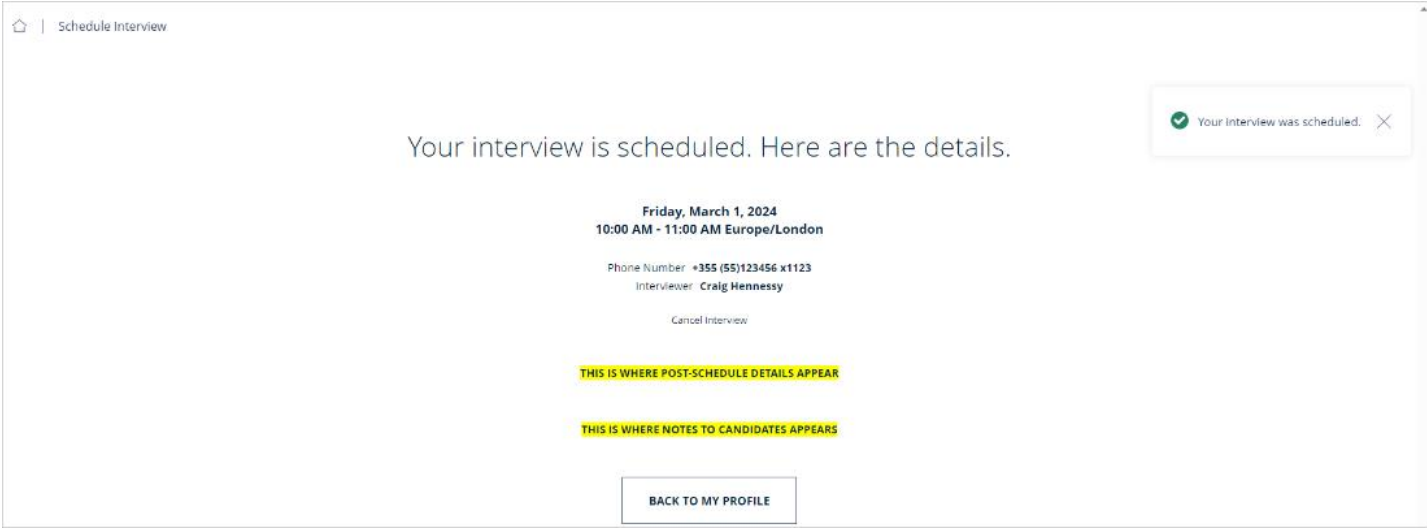
Would it be possible to have an interview at 12PM on 1st March

SUBMIT REQUEST

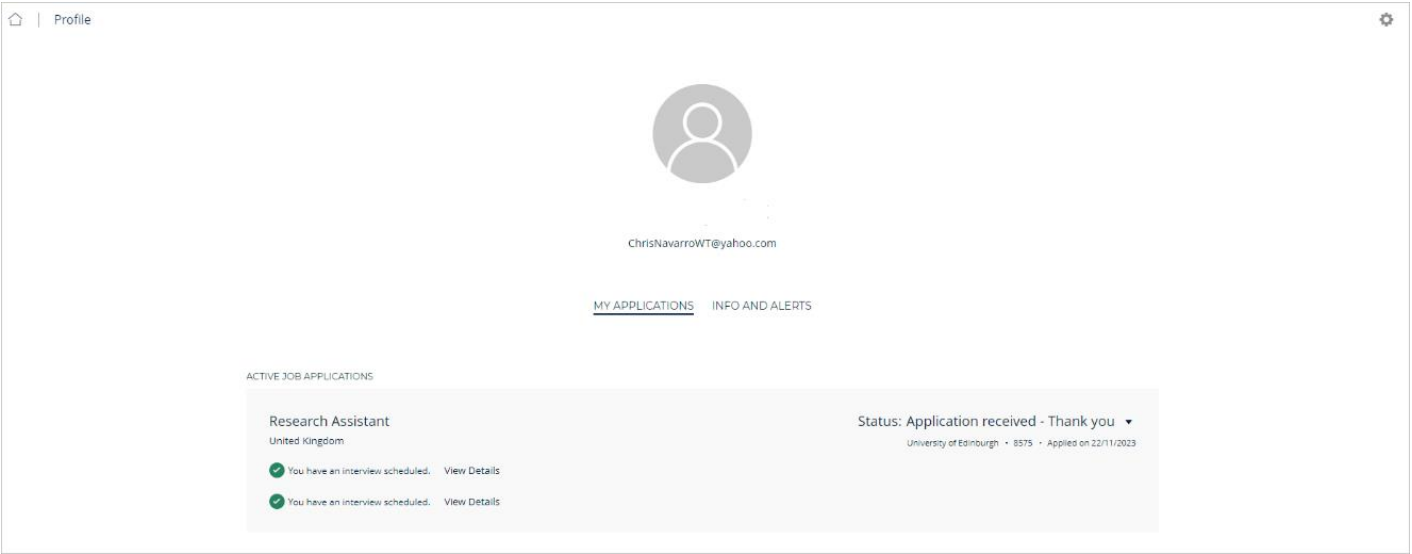
Appendix B – Example showing the screen presented to candidates when they click the time slot they want to schedule



Once they click schedule interview, they get the following confirmation:




Candidates can see interview details at any time by going to their candidate profile on our career site and clicking “View details”.



Appendix C – Example of interview confirmation email sent to candidates

[View in Browser](#)



THE UNIVERSITY of EDINBURGH

Help make the world a better place

Congratulations your interview has been scheduled!

Job Reference: 8575

Dear Candidate Name,

I am delighted to confirm we would like to invite you to interview. The details of your scheduled interview are as follows:

Date and Time: 1/03/2024 10.00.AM Europe/London
Requisition: Research Assistant
Interview Type: Phone
Interviewer(s): Craig Hennessy

Location: +355 (55)123456 x1123

THIS IS WHERE POST-SCHEDULE DETAILS APPEAR

THIS IS WHERE NOTES TO CANDIDATES APPEARS

Click to download a [calendar attachment](#) that you can add to your calendar.

Please note: Calendar links default to UTC time. When you save the event it will save it to your calendar in the time zone according to your local settings. The invite will however retain the UTC time unless you manually change this in your calendar.

Please confirm whether or not you are able to attend the interview by emailing RECRUITER NAME on pam.test.mailbox@ed.ac.uk.

Right to work and qualifications

In accordance with the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016 we have a legal responsibility to prevent illegal working and therefore must check that all employees are entitled to work in the United Kingdom (UK). To meet this requirement we must see original document evidencing right to work in the UK before commencement of employment and this is normally carried out at Interview. This includes if you are already working with us as a contractor or agency worker.

Details of documents that provide evidence of a right to work can be found at:

<https://www.ed.ac.uk/human-resources/demonstrating-rtw>

If you are an existing employee you do not need to supply this information again at interview. If you are successful we will check your Right to Work status prior to sending an offer of employment. Please note you may be required to provide updated documentation at this point, for instance if you are on a time bound visa which is due to expire. Full details will be provided by HR prior to any offer being made.

If you do not have a pre-existing Right to Work in the UK or are at all unsure

please bring your passport with you.

Please can you also bring with you original documents for your highest qualification(s), and any other directly relevant qualifications for this position. We will take a copy of your documents and hold these should you be successful. For all unsuccessful applications we will securely dispose of all the copies taken.

Adjustments to assist your interview

If you require any assistance to take part in the selection process as outlined above (e.g. an accessible venue or signer), please let me know your requirements and we will make every effort to provide assistance.

Expenses

If you are travelling from outside Edinburgh to attend interview we will reimburse travel expenses, details of which are explained on the [expense form](#). Please ensure you retain original receipts in order to make your claim.

I wish you every success at your interview and look forward to welcoming you.

Kind Regards,
RECRUITER NAME

This email is an automated notification, which is unable to receive replies.

You have control over your account: If you want to update your communication preferences, update personal details or delete your account you can do so within your profile. Visit <https://www.ed.ac.uk/jobs>

Appendix D – Examples of notifications that will appear in the bell icon for the Hiring Team

Notifications

Show All

FYI

11 minutes ago

Interview schedule Candidate Managed Interview - Web Conference has few available openings

Dismiss

FYI

11 minutes ago

An interview with ' ' for the job Research Assistant has been scheduled

Dismiss

FYI

12 minutes ago

Interview schedule Candidate Managed Interview - Phone has few available openings

Dismiss


FYI

12 minutes ago

An interview with ' ' for the job Research Assistant has been scheduled

Dismiss

Appendix E – Example of the interview scheduled notification



THE UNIVERSITY
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Dismiss

Hello,

Here are the details of the interview that has been scheduled with Srishty Aku:

Date and Time: 2/03/2024 12.00.AM Europe/London
Requisition: Research Assistant - 8575
Interview type: Web Conference
Interviewer: Craig Hennessy

Location: weblink@interview.com Phone Number: +45 (44)1234123423 Access Code: 1234

Practical tips for interview preparation are available here
<https://www.edweb.ed.ac.uk/human-resources/recruitment-guidance/candidate-selection>

You can access the candidates CV on this link: [CV Link](#)
Access the job description by clicking on the following link: [Job Requisition quick link](#)
Once on the requisition page for this job, navigate to the details tab, open the Posting Description section, and click the provided link to view the complete job description.

Thank you.

Click the [calendar](#) link to download an attachment that you can add to your calendar.

Please note: Calendar links default to UTC time. When you save the event it will save it to your calendar in the time zone according to your local settings. The invite will however retain the UTC time unless you manually change this in your calendar.

Appendix F – Example showing interview cancelled notification (sent when Hiring Team cancel or the candidate cancels through their candidate profile)

FYI

Now


Your interview with for the job Research Assistant has been canceled

Dismiss

Your interview with Srishty Aku for the job Research Assistant has been canceled - Work - Microsoft Edge

https://elxw-dev8.fa.em3.oraclecloud.com/hcmUI/faces/adf.task-flow?tz=Europe%2FLondon&df=medium&dt=both&tf=short&lg=en&cy=&bpmWo...

Dismiss



THE UNIVERSITY

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Hello,

The interview with for the job Research Assistant has been canceled.
Date and Time: 2/03/2024 12.00 AM Europe/London
Interview type: Web Conference

Thank you.

If you added a calendar attachment to your calendar, don't forget to remove it.

Appendix G – Example of notification sent to Hiring Manager and Recruiter when a candidate has requested additional interview slots

Notifications

Show All

FYI

1 hour ago

Action Required: Candidate Interview Slot Request for Research Assistant (8575)

Dismiss

Action Required: Candidate Interview Slot Request for Research Assistant (8575) - Work - Microsoft Edge

https://elxw-dev8.fa.em3.oraclecloud.com/hcmUI/faces/adf.task-flow?tz=Europe%2FLondon&df=medium&dt=both&tf=short&lg=en&cy=&bpmWo...

Dismiss

The candidate, Fraser Brydon, has requested additional interview slots for the Research Assistant (8575) position. Please review the candidate's request outlined below to see if you can accommodate their preferences or suggest alternative options.

Details of the candidate's request:

Can I please attend on 1st March at 11:30 instead

How to add slots:

1. Go to the job requisition in People and Money.
2. Click on the "Interviews" tab and select the candidate-managed schedule you created.
3. Click "+Add" to create new slots.

Once you've added the slots, inform the candidate about the updates by emailing them at fbrydon@ed.ac.uk-DNU. Alternatively, you can contact them through People and Money using the "Send Message" option in their candidate record.

Booking instructions for the candidate:

Candidates can book extra slots using the link in the original interview invitation or by logging into their candidate profile on the University of Edinburgh career site. In the "My Applications" section, they can schedule the interview at their convenience.

If you cannot accommodate the request:

If adding slots isn't possible, please inform the candidate promptly by emailing them at fbrydon@ed.ac.uk-DNU. Alternatively, you can contact them through People and Money using the "Send Message" option in their candidate record.

Thank you for your swift attention and consideration of this matter.

Version History

Version	Date	Description	Approved By
2.0	15 December 2025	<ul style="list-style-type: none">Updated guide to new format.Updated screenshots and steps to reflect Redwood changes in P&M.	

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.