



System User Guide

Employee Guide - How to Manage Interviews

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.....	2
In Brief	2
How to confirm your interview when the hiring team have given you the exact date and time	2
How to select a time slot when asked to schedule your interview	2
How to request additional time slots.....	3
How to reschedule or cancel an Interview	3
When the hiring team has given you the exact date and time to attend.....	3
When you were asked to select an interview slot	3
In Detail	4
How to confirm your interview when the hiring team have given you the exact date and time	4
How to select a time slot when asked to schedule your interview	4
How to request additional time slots.....	6
How to reschedule or cancel an Interview	7
When the hiring team has given you the exact date and time to attend.....	7
When you were asked to select an interview slot	7
Version History	9
Reviewers & Approvers	9

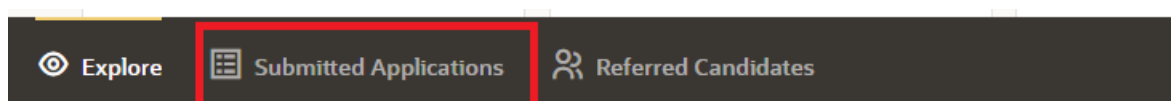
Introduction

This guide covers key tasks for current employees in managing interview invites within People and Money.

Within People and Money there are typically 2 ways you will be invited to interview:

1. The hiring team tells you the exact date and time to attend (Hiring Team Managed).
2. You are given a range of times to choose from for scheduling your interview (Candidate Managed).

Your confirmed interview details will be viewable in your candidate profile within People and Money by going to **Me > Current Jobs > Submitted Applications**.



In Brief

This section is a **simple overview** and should be used as a reminder. More detailed information, screenshots and tips are provided within the 'In Detail' section.

How to confirm your interview when the hiring team have given you the exact date and time

1. You should confirm your attendance to the interview by contacting the named person in the interview confirmation email/notification you received.

How to select a time slot when asked to schedule your interview

1. From the Home page, click the **Bell** notification icon or the received **email** to view the interview invitation.
2. To select the interview timeslot, click the **Interview Calendar** link in the interview invitation.
3. In the Schedule Interview you can view the slots available to book in a calendar view or list view (using the list button at the top of the screen). Select the **Date** and **Time that** suits and then **click Pick this Time**.
4. View the bell notification or email, this will confirm the interview has been scheduled and provide further details about the interview.

How to request additional time slots

1. If there are no suitable dates/times, you can **request additional interview slots** by clicking the link Message your recruiter

2. Provide the details of the date and time you are looking for and click **Send Message**

How to reschedule or cancel an Interview

When the hiring team has given you the exact date and time to attend.

1. If you need to reschedule your interview for an interview that the hiring team have specified, contact the named person in the interview confirmation email/notification you received.

When you were asked to select an interview slot

1. Log into People and Money and click on **Me** then **Current Jobs**
2. Click on the **Submitted Applications** tab at the bottom. In the **Active** applications, click on the title of the post which you have applied to and you will see all upcoming interviews that you have scheduled.
3. To cancel or reschedule an interview, click on the date and time under **Upcoming interviews** for the interview you want to change.
4. To cancel an interview, navigate to the top right of the screen and click on '**Cancel Interview**'.
5. To reschedule an interview, navigate to the top right of the screen and click on '**Reschedule**'. If you don't see the **Reschedule** option, it means there are no other time slots available, or the hiring team has set a fixed date and time for the interview. In such cases, contact the named person in the interview confirmation email/notification you received
6. If you select the option to **Reschedule**, select a new **Date** and/or **Time** from the slots available and click **Pick this New Time**.
7. Once you have rescheduled your interview you will receive a further email and notification with the details. Your revised interview details will also be viewable in your candidate profile within People and Money by going to **Me > Current Jobs > Submitted Applications**.

In Detail

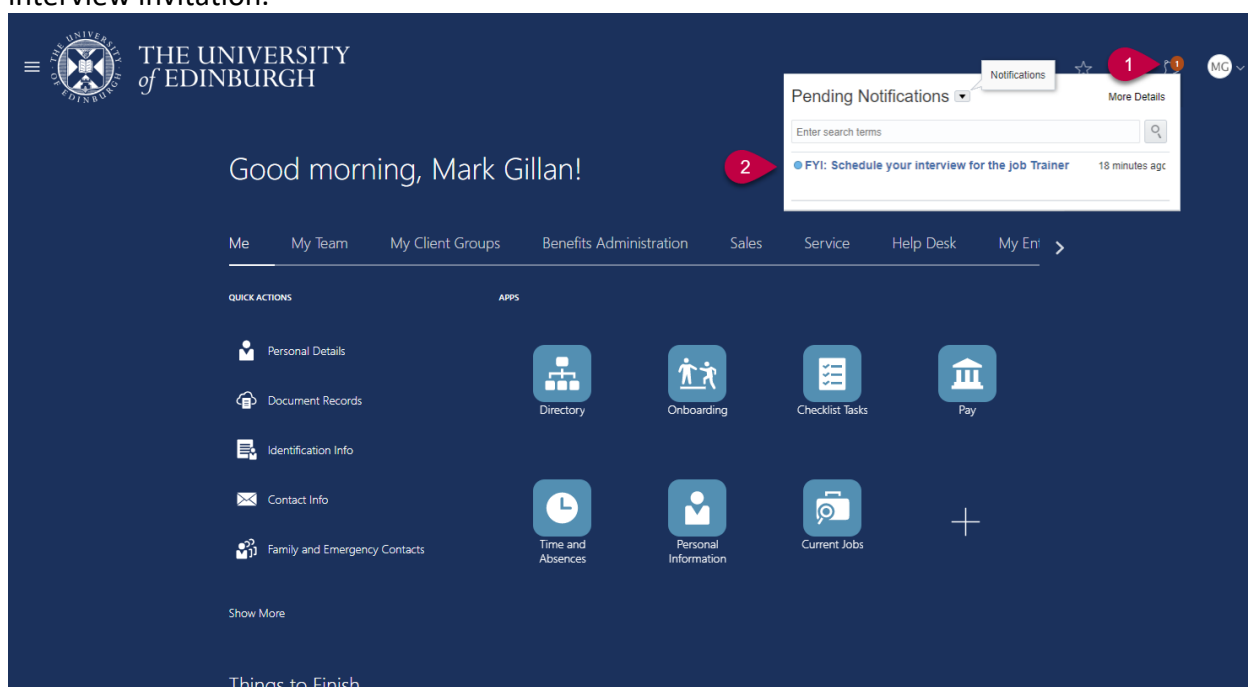
This section provides the detailed steps and includes relevant screenshots from the system.

How to confirm your interview when the hiring team have given you the exact date and time

1. You should confirm your attendance to the interview by contacting the named person in the interview confirmation email/notification you received.

How to select a time slot when asked to schedule your interview

1. From the Home page, click the **Bell** notification icon or the received **email** to view the interview invitation.



2. To select the interview timeslot, click the **Interview Calendar** link in the interview invitation.



THE UNIVERSITY
of EDINBURGH

Be Part of Something Bigger

Dear [REDACTED],

We are pleased to invite you to schedule an interview for the role of Postdoctoral Research Associate.

Please choose a suitable time and date by going to the Interview Scheduling Page (if the link below is not actionable please copy and paste it into a web browser):

[https://elxw-test.fa.em3.oraclecloud.com/443/fscmUI/faces/deeplink?](https://elxw-test.fa.em3.oraclecloud.com/443/fscmUI/faces/deeplink?objType=IRC_RECRUITING&action=IS_SCHEDULE_INTERVIEW_RESP&objKey=pSubmissionId=300002413001376;pAction=Schedule;pScheduleInterviewRequestId=300002413001527)

[objType=IRC_RECRUITING&action=IS_SCHEDULE_INTERVIEW_RESP&objKey=pSubmissionId=300002413001376;pAction=Schedule;pScheduleInterviewRequestId=300002413001527](https://elxw-test.fa.em3.oraclecloud.com/443/fscmUI/faces/deeplink?objType=IRC_RECRUITING&action=IS_SCHEDULE_INTERVIEW_RESP&objKey=pSubmissionId=300002413001376;pAction=Schedule;pScheduleInterviewRequestId=300002413001527)

Kind regards,

[REDACTED]

This is an automated notification and replies are not monitored. If you have any questions, please contact me at [REDACTED]

Time zone note (UTC)

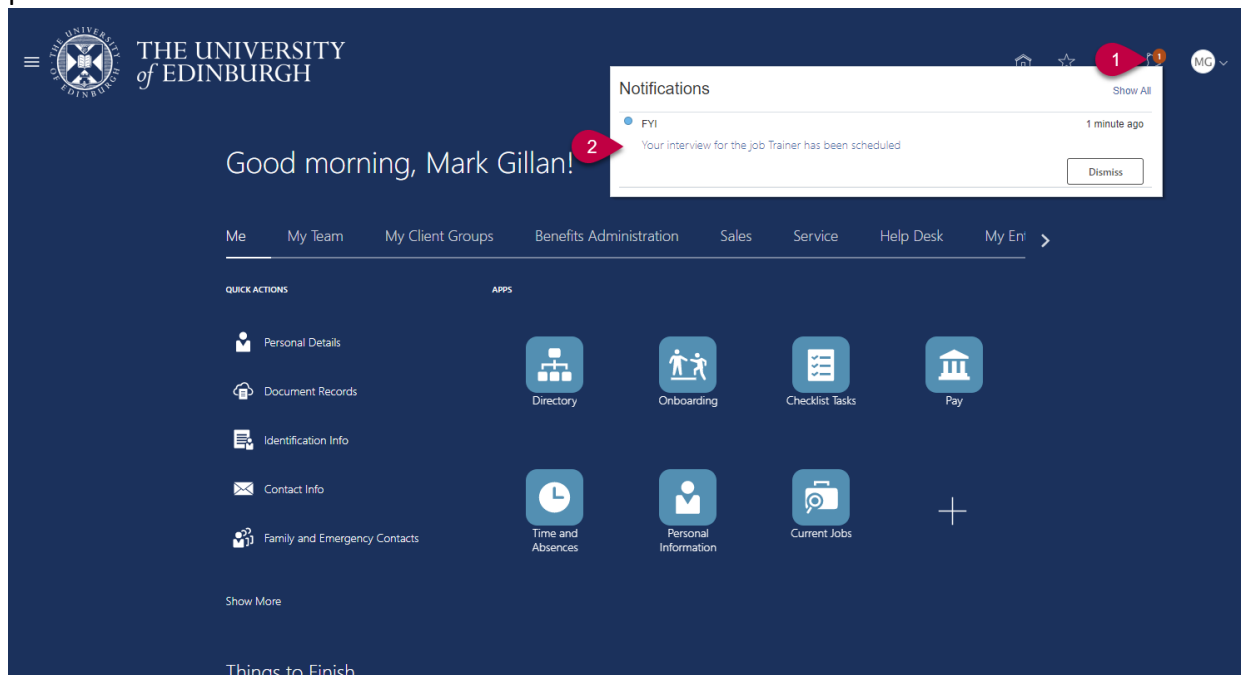
The scheduling link displays times in Coordinated Universal Time (UTC). When you save the interview, it should be added to your calendar in the time zone set by your browser. However, the calendar invitation may still show UTC unless you manually adjust the time zone in your calendar settings.

Managing your account

If you are not an existing employee, you can update your communication preferences, amend your personal details, or delete your account from [your profile](#) (link opens in a new browser tab).

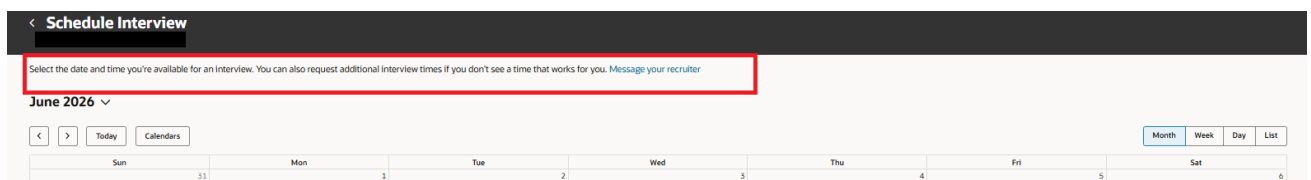
3. In the Schedule Interview you can view the slots available to book in a calendar view or list view (using the list button at the top of the screen). Select the **Date** and **Time** that suits and then **click Pick this Time**.

4. View the bell notification or email, this will confirm the interview has been scheduled and provide further details about the interview.



How to request additional time slots

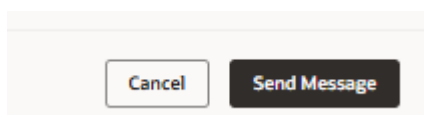
1. If there are no suitable dates/times, you can **request additional interview slots** by clicking the link **Message your recruiter**



2. Provide the details of the date and time you are looking for and click **Send Message**

Message recruiter

I am available after 1pm on the 3rd June



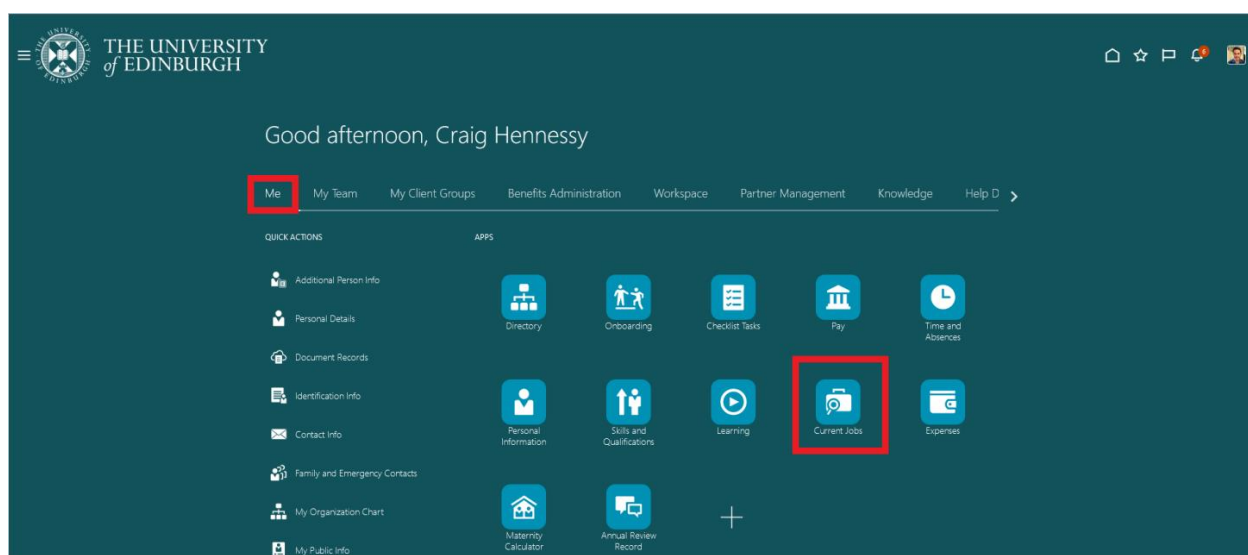
How to reschedule or cancel an Interview

When the hiring team has given you the exact date and time to attend.

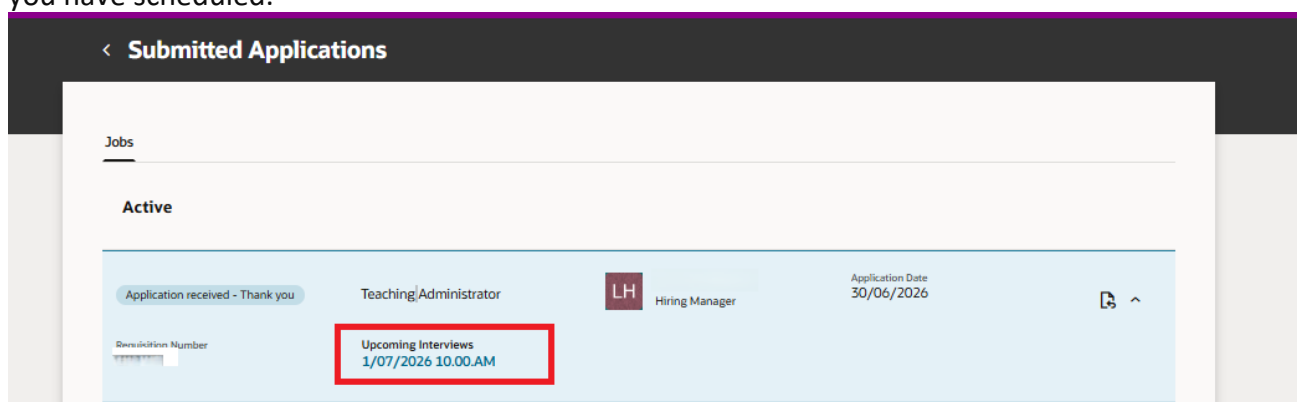
1. If you need to reschedule your interview for an interview that the hiring team have specified the time you should attend, contact the named person in the interview confirmation email/notification you received.

When you were asked to select an interview slot

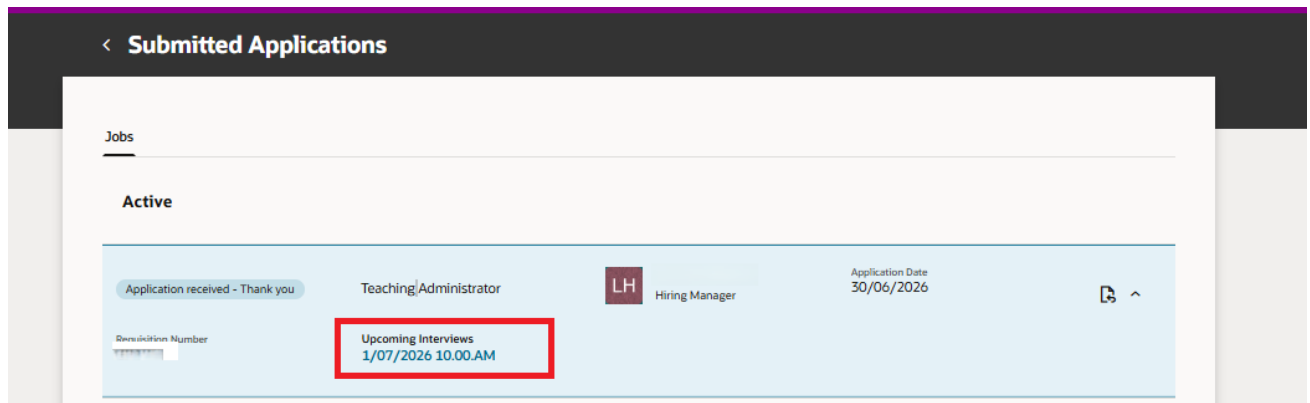
1. Log into People and Money and click on **Me** then **Current Jobs**



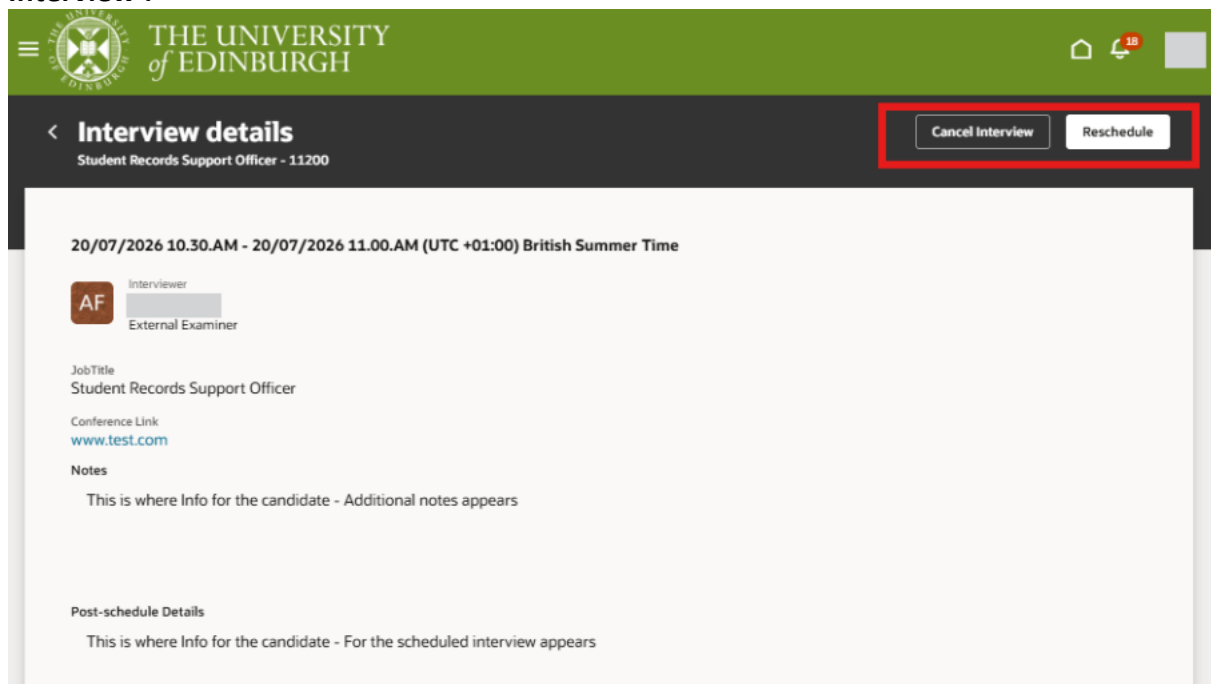
2. Click on the **Submitted Applications** tab at the bottom. In the **Active** applications, click on the title of the post which you have applied to and you will see all upcoming interviews that you have scheduled.



3. To cancel or reschedule an interview, click on the date and time under **Upcoming interviews** for the interview you want to change.



4. To cancel an interview, navigate to the top right of the screen and click on '**Cancel Interview**'.



5. To reschedule an interview, navigate to the top right of the screen and click on '**Reschedule**'. If you don't see the **Reschedule** option, it means there are no other time slots available, or the hiring team has set a fixed date and time for the interview. In such cases, contact the named person in the interview confirmation email/notification you received.

6. If you select the option to **Reschedule** you will be taken to the following screen. Select a new **Date** and/or **Time** from the slots available and click **Pick this New Time**.

7. Once you have rescheduled your interview you will receive a further email and notification with the details. Your revised interview details will also be viewable in your candidate profile within People and Money by going to **Me > Current Jobs > Submitted Applications**.

Version History

Version	Date	Description	Approved By
1.0	13 July 2026	Updated to reflect full move to redwood	SK

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.