



## System User Guide

# Hiring Manager & School/Department Administrator (SDA) – How to Schedule and Manage Hiring Team 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](mailto:hrhelpline@ed.ac.uk).

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## Introduction

This guide covers key tasks for **Hiring Managers** and **SDAs** in 'How to Schedule and Manage Hiring Team 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 Hiring Team Managed Interviews. For details of how to set up a Candidate Managed interview please refer to the guide ['How to schedule and manage Candidate 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If the candidate cancels their interview and does not plan to reschedule, the state should be updated to '**Withdrawn by Candidate**'.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 (or offer) 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.



## In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

## How to 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. In the **Requisitions** tab, search for the job requisition. 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.
5. An '**Add interview schedule**' pop up will appear. Ensure '**Create an interview schedule**' is selected and click on the **Continue**.
6. In **New Interview Schedule Schedule** screen, select the appropriate **Hiring Team Managed** interview schedule template (in person, web conference or phone) and complete all of the fields in the 'What are the details for this interview' section, then click **Continue**.
7. **Configure schedule**, select the number of hours before the interview that a candidate can cancel their interview. Then click **Continue**.
8. **Add Interview Resources**. Here you can add additional details for the candidate, guidelines for the interviewers and resources for the interviewers. Then click **Submit**.

## 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. In the **Requisitions** tab, search for the job requisition. Then, click on the **number of applications** for the correct job requisition.
3. Choose the candidate you want to invite to interview.
4. Select the **Interviews** tab, then click on the **+Schedule Interview (Add)** button.
5. Select the button '**By selecting time for the interview**' and then select the appropriate **Hiring Team-Managed Template (created in previous steps)** from the Interview **Schedule** dropdown. Review the information pulled in from the schedule template and edit if required.
6. Add the **Start Date and Time** and **End Date and Time**.

7. Add **Who will be interviewing** by typing the interviewer's full name into the field and selecting their name from the list which appears. Select the **Add Another Interviewer** to repeat the process if required.
8. Add any relevant **Interview Resources**.
9. Click **Submit** to send the invite to the candidate. An email notification will be sent to the candidate, therefore it is important to make sure you have checked the accuracy of the information before submitting.

## How to Reschedule 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. In the **Requisitions** tab, search for the job requisition. Then, click on the **number of applications** for the correct job requisition.
3. Choose the candidate you want to edit the invite to interview for.
4. Select the **Interviews** tab, then select the interview.
5. Click **Edit Interview**.
6. Make any required changes, then click **Save**, at this point the candidate will be sent an email advising that their interview has been updated. Members of the Hiring Team will also receive a notification advising them of the update.

## 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. In the **Requisitions** tab, search for the job requisition. Then, click on the number of applications for the correct job requisition.
3. From the **job applications** screen select the **checkbox** next to the candidates' name and click on the **Move Application** button.
4. In the **Phase** dropdown, select **Interview**.
5. Then, in the **State** dropdown, select **1st Interview Scheduled** then click **Move**.
6. If the candidate cancels an interview and does not plan to reschedule, ensure you update the state to **Withdrawn by Candidate**. To do this, repeat steps 4 and 5 of this section, then in the **State** dropdown, select **Withdrawn by Candidate**. Click on the **Move** button to save the new status.

## How to Cancel an Interview

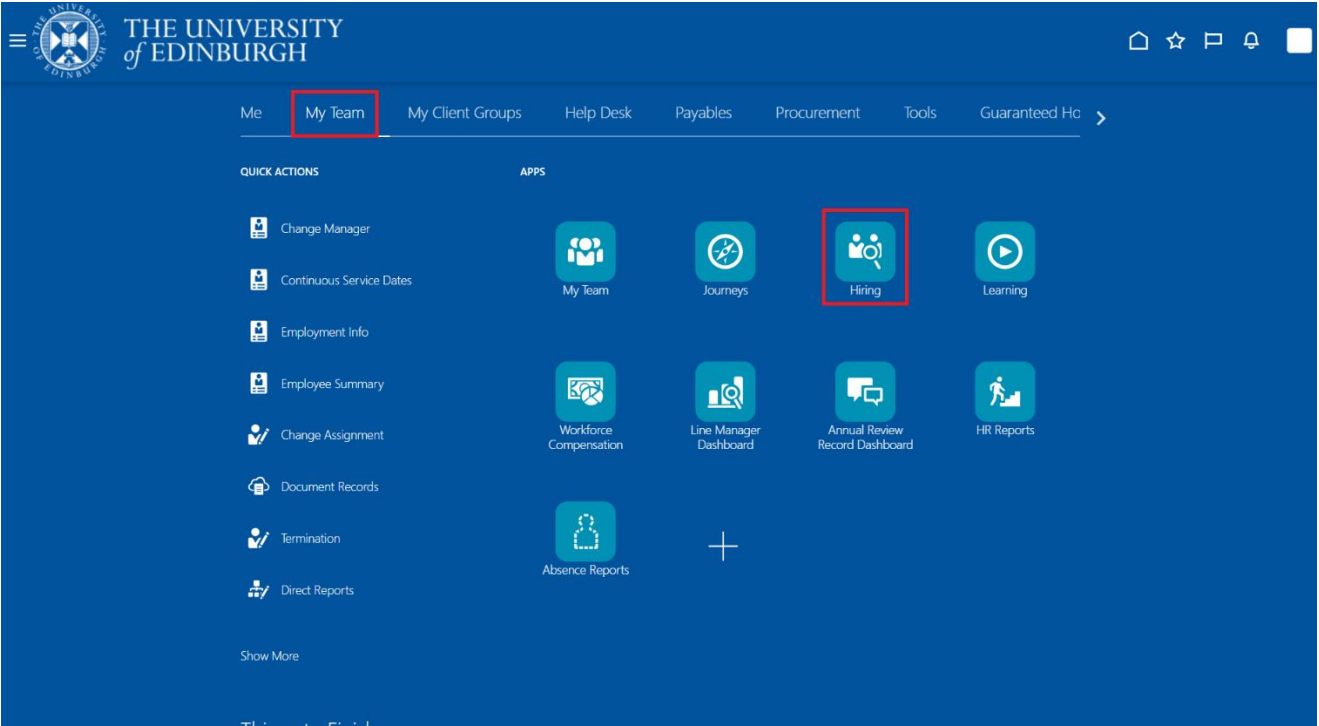
1. From the People and Money homepage select My Team (if accessing as a Line Manager) or My Client Groups (if accessing as an SDA), then the **Hiring App**.
2. In the **Requisitions** tab, search for the job requisition. Then, click on the number of applications for the correct job requisition.
3. Select the appropriate candidate.
4. Select the **Interviews** tab then click on the **Cancel Interview icon**. The candidate and hiring team are notified that the interview is cancelled.

## In Detail

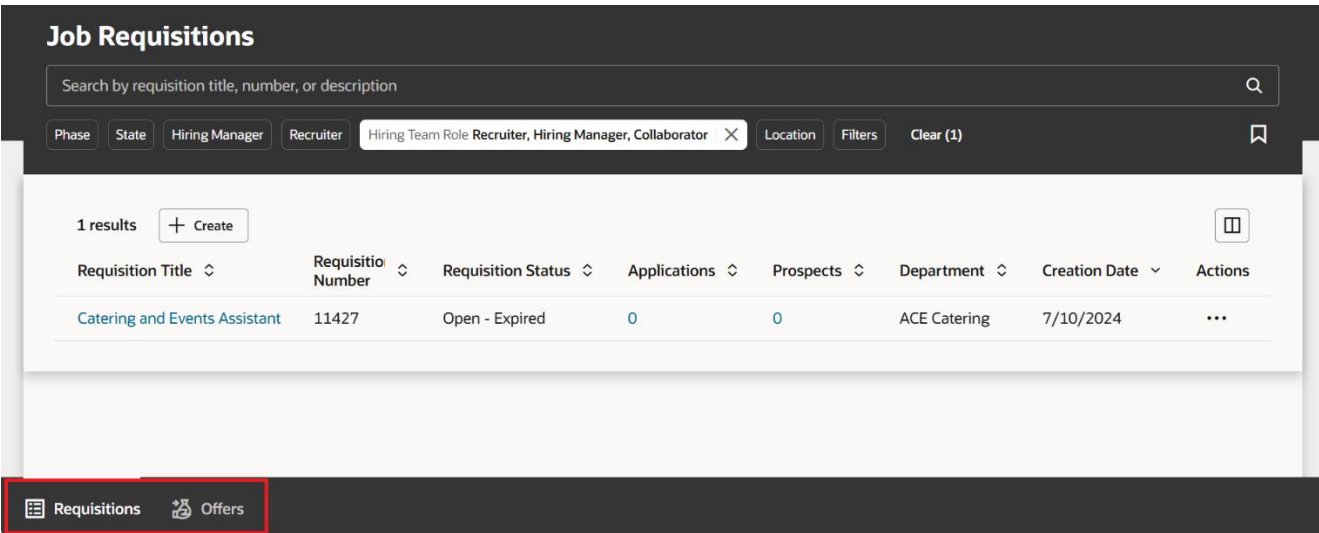
This section provides the detailed steps and includes relevant screenshots from the system.

### How to 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 page in the Hiring app: **Requisitions** and **Offers**.



3. 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.

## Job Requisitions

PhaseStateHiring ManagerRecruiterHiring Team RoleLocationFilters

7 results
+ Create

| Requisition Title         | Requisition Number | Requisition Status | Applications | Prospects | Department   | Creation Date | Actions |
|---------------------------|--------------------|--------------------|--------------|-----------|--------------|---------------|---------|
| Food & Beverage Assistar  | 13130              | Open - Expired     | 0            | 0         | ACE Catering | 18/09/2025    | ...     |
| Commis Chef               | 12617              | Open - Expired     | 8            | 0         | ACE Catering | 5/06/2025     | ...     |
| Catering and Events Oper  | 12214              | Open - Expired     | 2            | 2         | ACE Catering | 7/03/2025     | ...     |
| Catering and Events Team  | 12135              | Open - Expired     | 40           | 1         | ACE Catering | 18/02/2025    | ...     |
| Food & Beverage Assistar  | 12044              | Open - Expired     | 0            | 0         | ACE Catering | 3/02/2025     | ...     |
| Catering and Events Assit | 11427              | Open - Expired     | 0            | 0         | ACE Catering | 7/10/2024     | ...     |

RequisitionsOffers

4. Click the **Interviews** tab.

Commis Chef
12617

...
Send Message to Team

OverviewDetailsMessagesInterviewsProgressFeedback

### Activity overview

New - To be Reviewed
8

Active Applications
8

Hires Out of 3
2

Unconfirmed Applications
0

Referred Prospects
0

### Key info

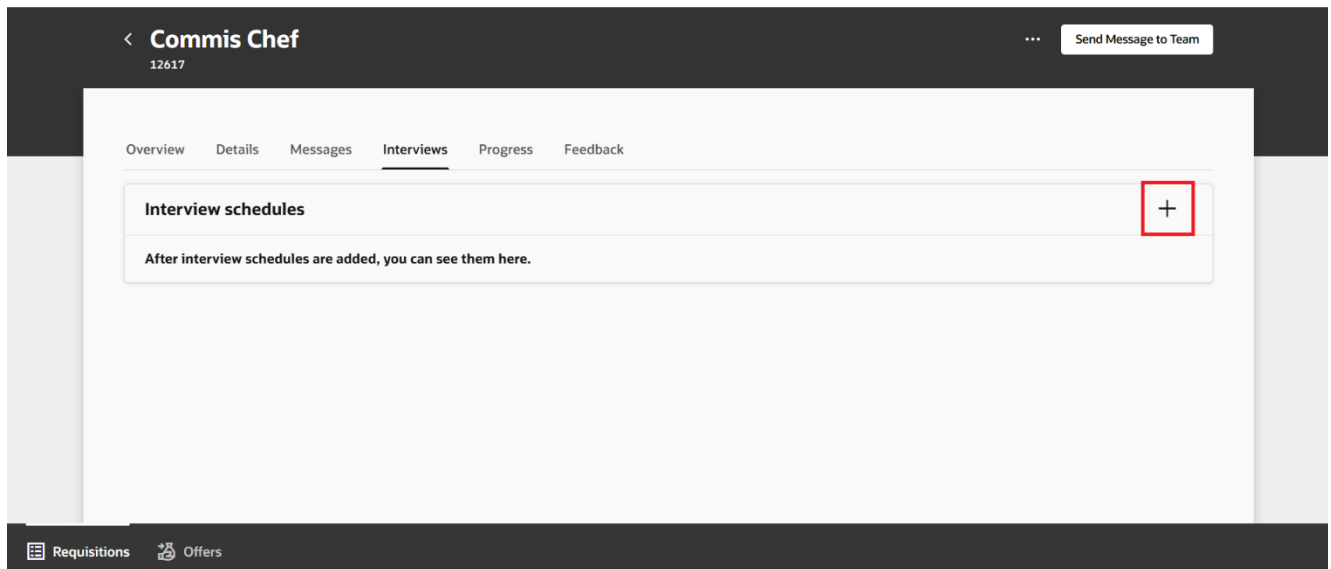
Requisition Status
Open - Expired

Requisition Type
Standard

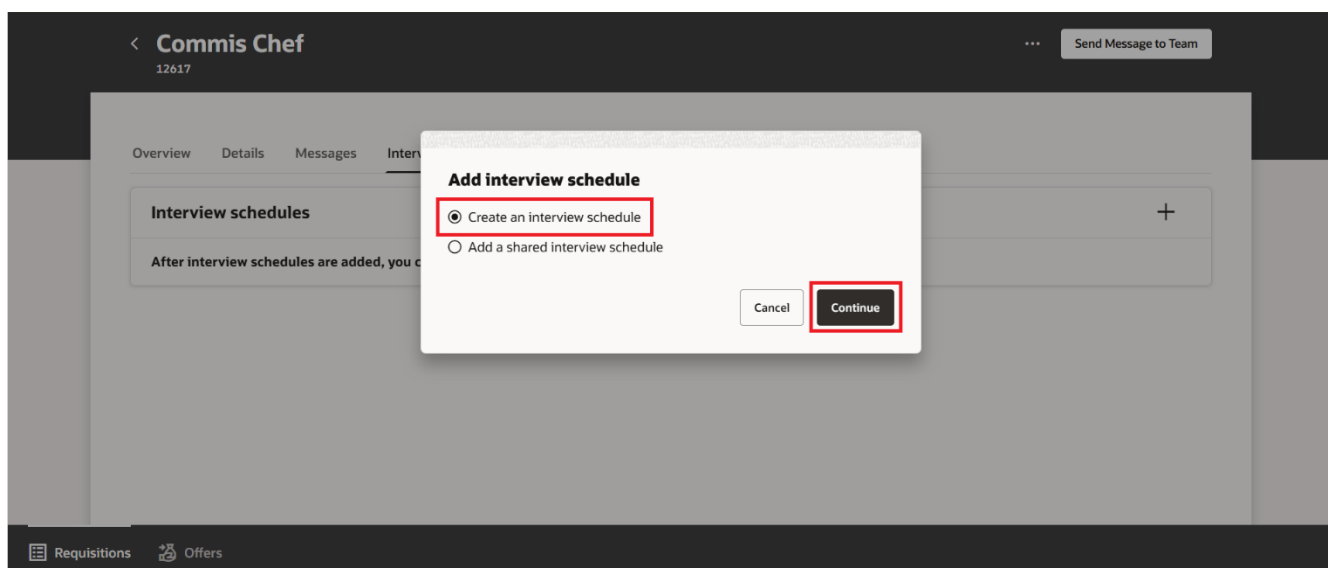
Requisition Number
12617

RequisitionsOffers

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



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



7. **New Interview Schedule** screen complete the following fields:

- Who will schedule the interview – **Hiring Team**
- Template – select the appropriate template from the drop-down menu.

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

- Schedule Title – will default from the template used
- Schedule Owner – will default to the person creating the interview

**What are the details of this interview section** (the screen shot is for ‘In Person’, the screens will vary depending on the template selected above)

- Interview title – give this a meaningful title
- Format
- Select from the drop down
- Address
- Location Details

### Tips

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

Now click **Continue** to go to the Configure Schedule screen.

New Interview Schedule

How to start

Who will schedule the interview?

☒ Hiring Team

☐ Candidate

Template

Hiring Team Managed Interview- In Person (HTI)

Schedule Title

Hiring Team Managed Interview- In Person

Schedule Owner

HRPITEST1

What are the details of this interview?

Interview Title

Test Interview

Format

In Person

Address

40 George Square

Location Details

Room 1

Cancel

Continue

Submit

1 | 3

How to start

Configure schedule

Add interview resources

8. In the **Configure Schedule** Screen, select the number of hours before the interview that a candidate can cancel their interview.

New Interview Schedule

Configure schedule

☒ Candidates can cancel interview

Hours Before Interview

24 hours

1 hour

2 hours

4 hours

8 hours

12 hours

24 hours

48 hours

No Limit

Cancel

Continue

Submit

2 | 3

How to start

Configure schedule

Add interview resources

9. **Add Interview Resources.** In this section you can provide additional details for the candidate, guidelines for the interviewer(s) and resources for the interviewer(s).

Page 10 of 30

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- Within the section **'Info for the candidate'** the details you enter within the **'For the Scheduled Interview'** and **'Additional Notes'** will also appear in the notification sent to the candidate inviting them to attend the interview.
- **Resources for the Interviewers** will default to resume (CV) but others can be added, e.g. cover letter. A link to these documents will be included in the notification sent to the hiring team to access. Then click **continue**.

New Interview Schedule

## Add interview resources

**Info for the candidate**  
For the scheduled interview

B I U ↺ ↻ ↶ ↷ ↸ ↹

**Additional notes**

B I U ↺ ↻ ↶ ↷ ↸ ↹

**Resources for the interviewers**

Documents

Resume ×

Cancel Submit

## Tips

You can also opt in and select to send any of the documents and the .ics attachments (to add to calendar) to the candidate, candidate and interviewer(s) or just the interviewer

☒ Link to job posting

☒ .ics attachments

Send to  
Candidate and Interviewers

Candidate

Candidate and Interviewers

Interviewers

10. Once all sections are complete click on **Submit** and the schedule is saved in the requisition.

**Administrator** Send Message to Team

Overview Details Messages **Interviews** Progress Feedback

**Interview schedules** +

|                                                                                                                    |          |     |
|--------------------------------------------------------------------------------------------------------------------|----------|-----|
| <b>Candidate Managed Interview - Web Conference</b><br>Candidate Managed<br>Created By: HRPITES1<br>Status: Active | Schedule | ... |
| <b>Hiring Team Managed Interview- In Person</b><br>Hiring Team Managed<br>Created By: HRPITES1<br>Status: Active   | Schedule | ... |
| <b>Hiring Team Managed Interview- In Person</b><br>Hiring Team Managed<br>Created By: HRPITES<br>Status: Active    | Schedule | ... |

Schedule created X

11. You can review the details by clicking on the interview schedule created and edit any details as required by clicking on the pencil icon.

Schedule Details

Interviews

Basic info



Schedule Type  
Hiring Team

Template  
Hiring Team Managed Interview- In Person

Schedule Title  
Hiring Team Managed Interview- In Person

Schedule Owner  
HRPITEST1

Interview details



Interview Title  
Test Interview

Format  
In Person

Address  
40 George Square, EDINBURGH, EH8 9JX, UNITED KINGDOM

Location Details  
Room 1

Configuration



Candidates can cancel interview  
Yes

Hours Before Interview  
24 hours

Interview resources



Info for the candidate

For the scheduled interview

Additional notes

Resources for the interviewers

Documents  
Resume

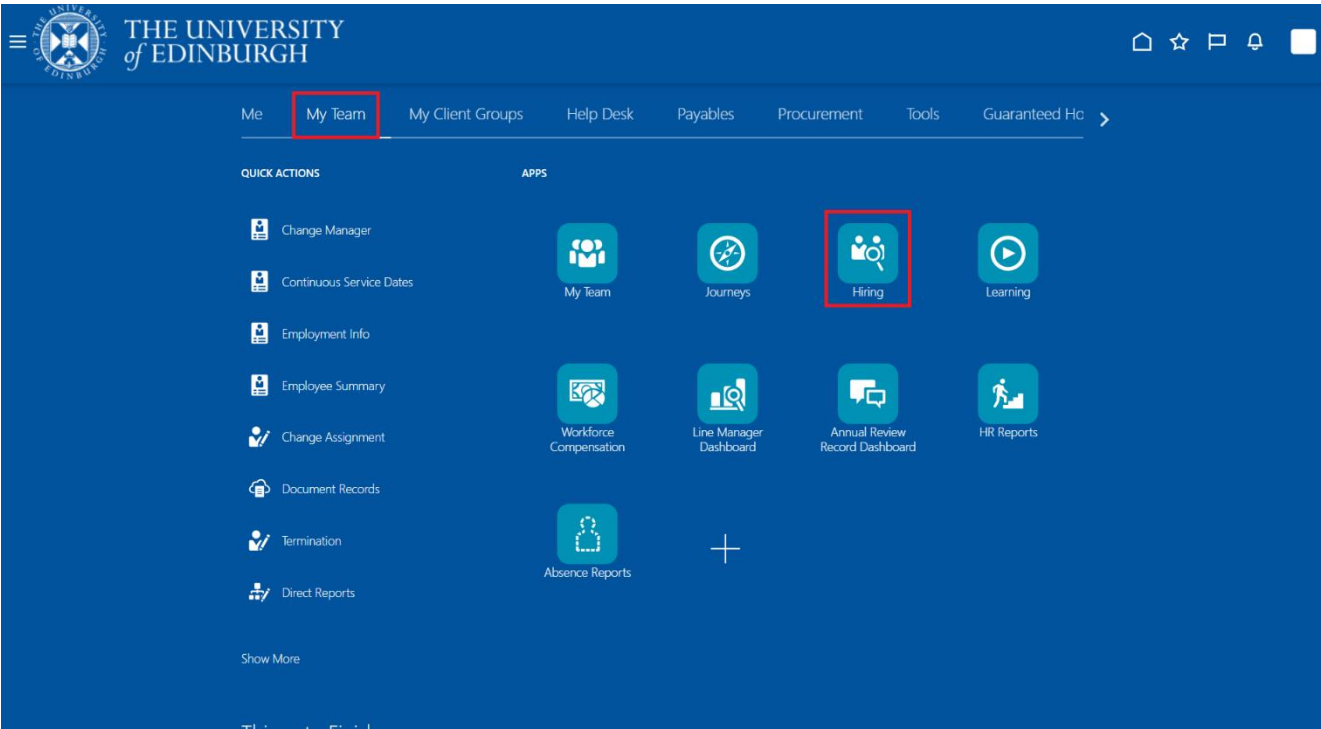
✓ Link to job posting

✓ ics attachments

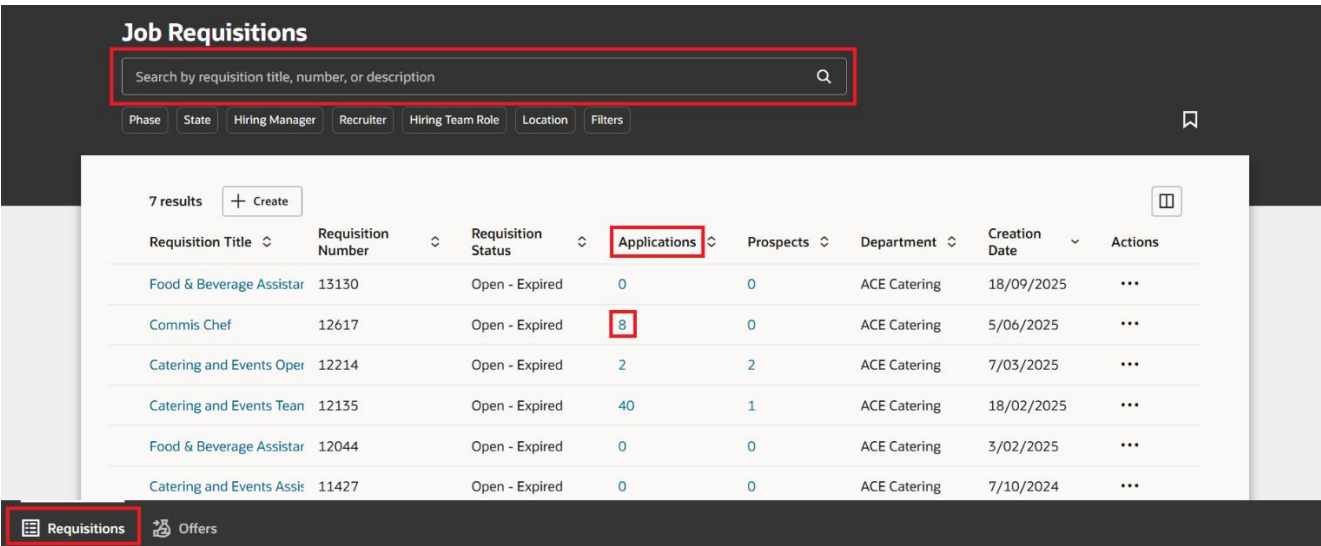
Candidate and Interviewers

## How to Invite a Candidate to an Interview

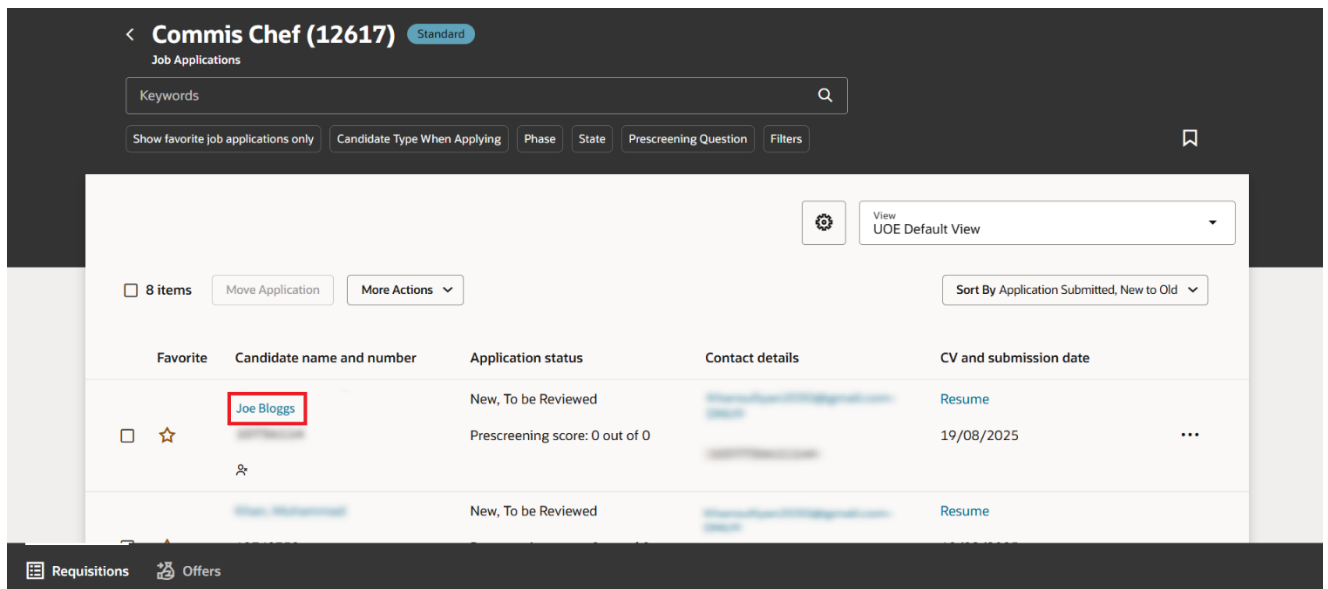
1. From the People and Money homepage select My Team (if accessing as a Line Manager) or My Client Groups (if accessing as an SDA), then the **Hiring App**.



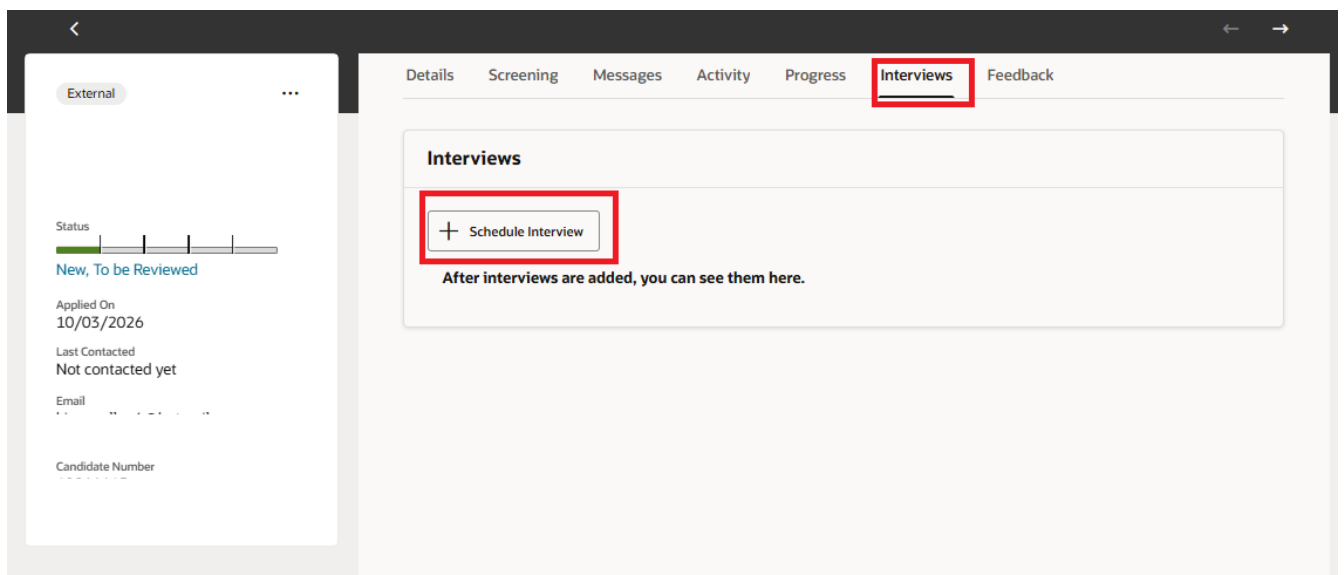
2. There are two tabs at the bottom of the screen: Requisitions and Offers. Ensure the **Requisitions** tab is selected and search for the job requisition using the requisition title, number or description. Then, click on the **number of applications** for the correct job requisition.



3. Select the candidate you want to invite to interview.



4. Select the **Interviews** tab, then click on the **Schedule Interview + (Add)** button.



5. You are now taken to the **'Schedule Interview'** screen. Select the button **'By selecting time for the interview'** and then select the appropriate **Hiring Team-Managed Template (created in previous steps)** from the Interview **Schedule** dropdown.
6. Enter the **start date and time and end date and time.**
7. Add **Who will be interviewing** by typing the interviewer's full name into the field and selecting their name from the list which appears. Select the **Add Another Interviewer** to repeat the process if required.

**Schedule Interview**

## How to start

How do you want to schedule this interview?

☒ By selecting a time for the interview

Interview Schedule  
Hiring Team Managed Interview- In Person

☐ By inviting the candidate to select a time for the interview

What are the details of this interview?

Interview Title  
Test Interview

Format  
In Person

Address  
40 George Square

Location Details  
Room 1

Start Time Required

End Time Required

Who will be interviewing?

Interviewer Required

Cancel Continue Submit

1 | 2

How to start

Add interview resources

Add interview resources

### Tips

By default, the interview is scheduled is in the browser local time zone in which you are working from.

#### Time zone differences:

The scheduled interview time will be may differ from what an external candidate sees within their candidate profile (accessed on the career site). This is because the time adjusts according to their local time based on the time zone of their browser. Additionally, the .ics attachment in the interview invite will initially show the

UTC time, it is only when the .ics is added and saved to their calendar that their correct time zone is reflected.

8. **Add Interview Resources.** This is any additional information you want to add for the candidate. You may see the information you added at the 'Create an Interview' schedule as noted above. This can be modified if required here. This text will be included in the invite to interview email sent to all candidates.

Schedule Interview

2 | 2

Add interview resources

Notes to candidate

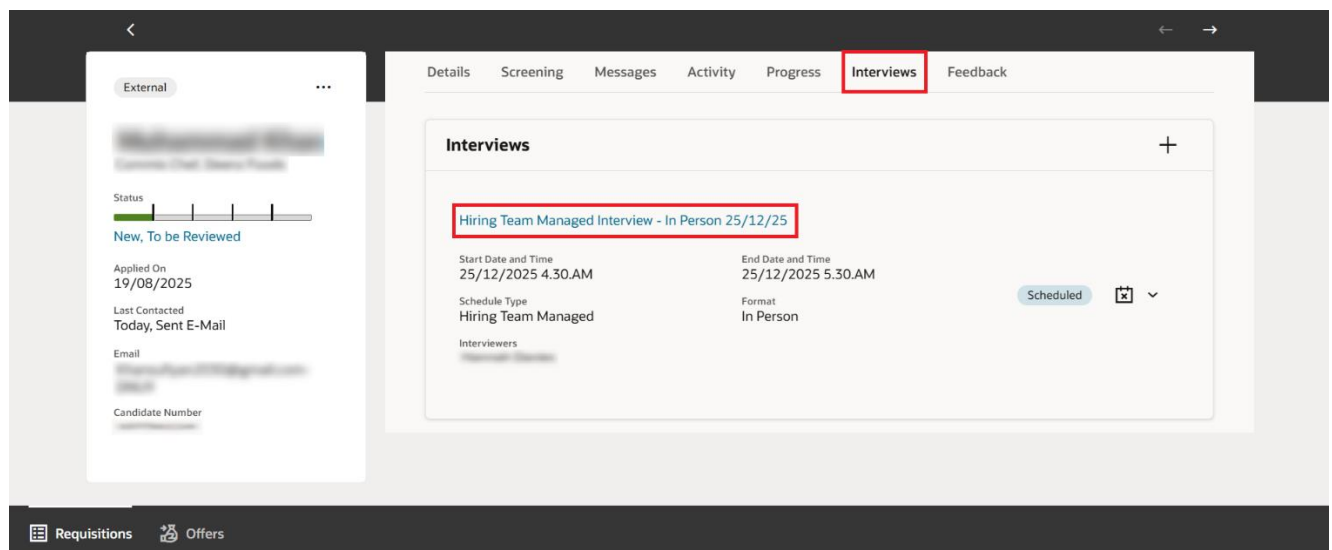
Add anything you'd like to share with the candidate before the interview, for example, how to join the web conference.

B I U         

Cancel

Submit

9. Click **Submit** to send the invite to the candidate. An email notification will be sent to the candidate, therefore it is important to make sure you have checked the accuracy of the information before submitting. Once submitted the screen will summarise and confirm the details.



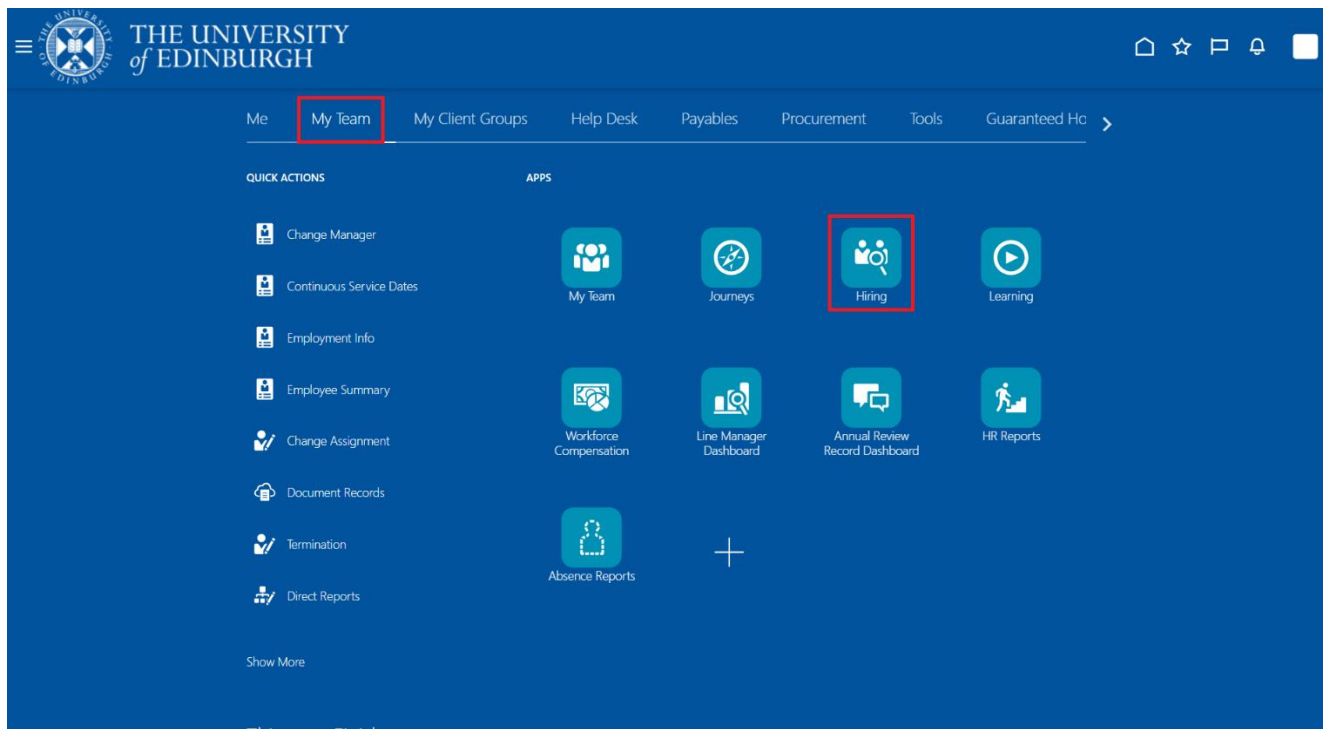
10. The candidate status should be manually updated to reflect that the interview has been scheduled, to see how this is done, click [here](#).
11. Once the candidate responds you should update the status further to reflect the candidates response e.g. accepted invitation / declined invitation / awaiting response.

### Note

The interview email invitation asks the candidate to confirm whether they can attend the interview by emailing the recruiter. The invitation auto populates the name and contact email of the recruiter. An example of the interview invite template is included in the [appendices](#) for reference.

### How to Reschedule 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**.



- 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. Then, click on the **number of applications** for the correct job requisition.

### Job Requisitions

Search by requisition title, number, or description

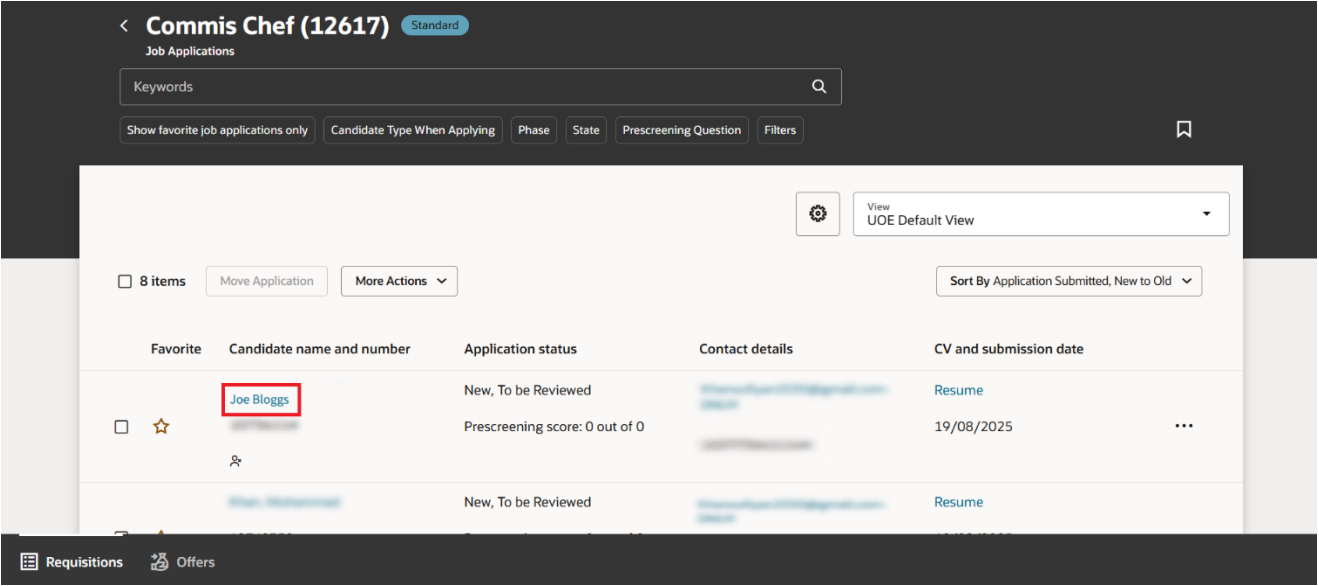
Phase State Hiring Manager Recruiter Hiring Team Role Location Filters

7 results + Create

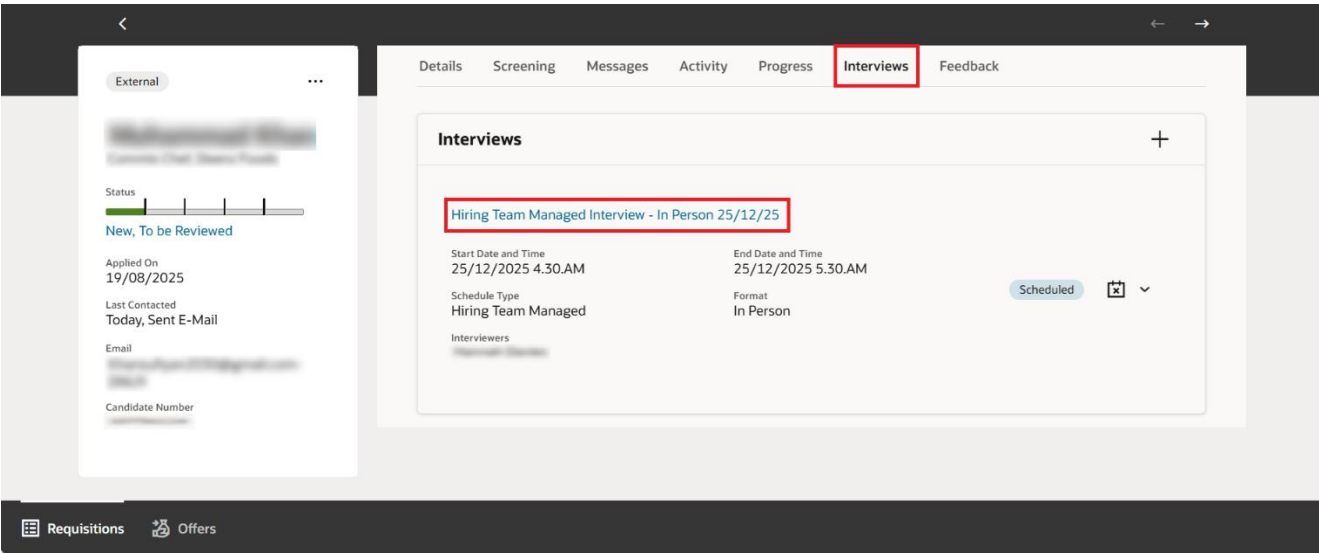
| Requisition Title        | Requisition Number | Requisition Status | Applications | Prospects | Department   | Creation Date | Actions |
|--------------------------|--------------------|--------------------|--------------|-----------|--------------|---------------|---------|
| Food & Beverage Assistar | 13130              | Open - Expired     | 0            | 0         | ACE Catering | 18/09/2025    | ...     |
| Commis Chef              | 12617              | Open - Expired     | 8            | 0         | ACE Catering | 5/06/2025     | ...     |
| Catering and Events Oper | 12214              | Open - Expired     | 2            | 2         | ACE Catering | 7/03/2025     | ...     |
| Catering and Events Team | 12135              | Open - Expired     | 40           | 1         | ACE Catering | 18/02/2025    | ...     |
| Food & Beverage Assistar | 12044              | Open - Expired     | 0            | 0         | ACE Catering | 3/02/2025     | ...     |
| Catering and Events Assk | 11427              | Open - Expired     | 0            | 0         | ACE Catering | 7/10/2024     | ...     |

Requisitions Offers

3. Choose the candidate you want to edit the invite to interview for.



4. Select the **Interviews** tab, then select the interview.



5. Click **Edit Interview**.

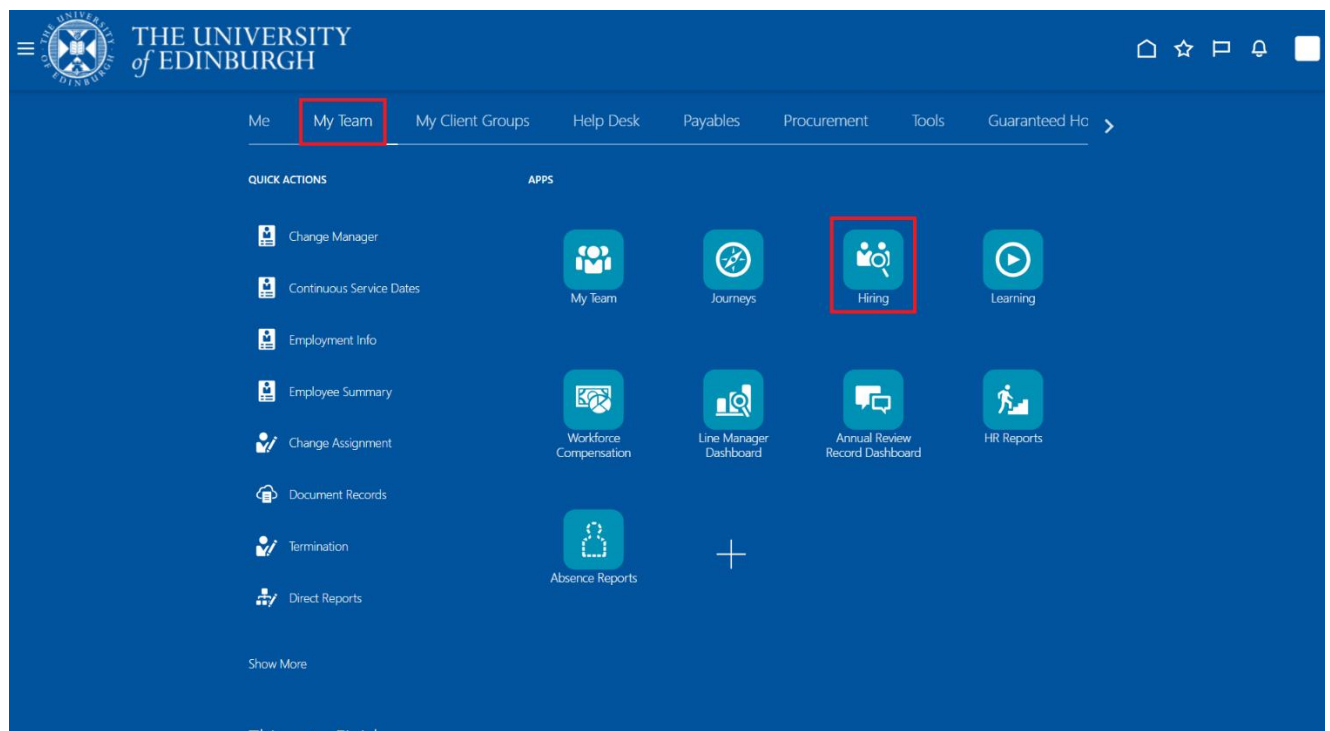
The screenshot shows the 'Interview Details' page with a 'Scheduled' status. At the top right, there is a red box containing three dots and an 'Edit Interview' button. Below the header, there are fields for 'Requisition' and 'Candidate'. The main content area is divided into sections: 'Basic info' and 'Interviewers'. The 'Basic info' section contains details about the interview: 'Hiring Team Managed Interview- In Person Test Interview', 'Date and Time' (30/06/2026, 12:00 PM - 1:30 PM GMT+1), 'Format' (In Person), 'Address' (40 George Square, EDINBURGH, EH8 9JX, UNITED KINGDOM), and 'Location Details' (Room 1).

6. Make any required changes, then click **Save**, at this point the candidate will be sent an email advising that their interview has been updated. Members of the Hiring Team will also receive a notification advising them of the update.

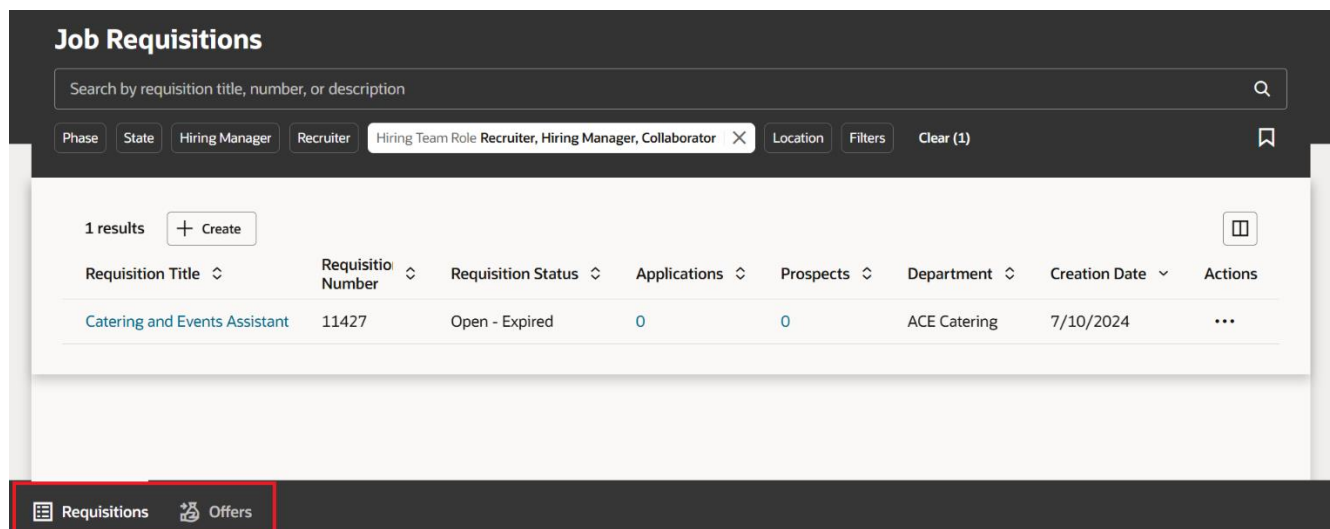
The screenshot shows the 'Edit Interview with' page. At the top right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box. Below the header, there is a section for 'Basic info' with input fields for 'Interview Title' (Test Interview), 'Format' (In Person), 'Start Time' (30/06/2026, 12:00 PM GMT+1), 'End Time' (30/06/2026, 1:30 PM GMT+1), 'Address' (40 George Square), and 'Location Details' (Room 1). Below this is an 'Interviewers' section with a '+ Add' button.

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 page in the Hiring app: **Requisitions** and **Offers**.



3. In the **Requisitions** tab, search for the job requisition using the requisition title, number or description. Then, click on the number of applications for the correct job requisition.

**Job Requisitions**

Search by requisition title, number, or description

Phase State Hiring Manager Recruiter Hiring Team Role Location Filters

7 results + Create

| Requisition Title        | Requisition Number | Requisition Status | Applications | Prospects | Department   | Creation Date | Actions |
|--------------------------|--------------------|--------------------|--------------|-----------|--------------|---------------|---------|
| Food & Beverage Assistar | 13130              | Open - Expired     | 0            | 0         | ACE Catering | 18/09/2025    | ...     |
| Commis Chef              | 12617              | Open - Expired     | 8            | 0         | ACE Catering | 5/06/2025     | ...     |
| Catering and Events Oper | 12214              | Open - Expired     | 2            | 2         | ACE Catering | 7/03/2025     | ...     |
| Catering and Events Team | 12135              | Open - Expired     | 40           | 1         | ACE Catering | 18/02/2025    | ...     |
| Food & Beverage Assistar | 12044              | Open - Expired     | 0            | 0         | ACE Catering | 3/02/2025     | ...     |
| Catering and Events Assk | 11427              | Open - Expired     | 0            | 0         | ACE Catering | 7/10/2024     | ...     |

Requisitions Offers

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

< **Commis Chef (12617)** Standard

Job Applications

Keywords

Show favorite job applications only Candidate Type When Applying Phase State Prescreening Question Filters

8 items Move Application More Actions Sort By Application Submitted, New to Old

| Favorite                            | Candidate name and number | Application status                                                  | Contact details | CV and submission date |
|-------------------------------------|---------------------------|---------------------------------------------------------------------|-----------------|------------------------|
| <input checked="" type="checkbox"/> | Bloggs, Joe               | New, To be Reviewed<br>25/12/2025<br>Prescreening score: 0 out of 0 |                 | Resume<br>19/08/2025   |
| <input type="checkbox"/>            |                           | New, To be Reviewed<br>Prescreening score: 0 out of 0               |                 | Resume<br>19/08/2025   |
|                                     |                           | New, To be Reviewed                                                 |                 | Resume                 |

Requisitions Offers

5. In the **Phase** dropdown, select **Interview**.

<

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

12617

12618

12619

Requisitions

Offers

Move application

1 candidates

Phase

New

Screening

Interview

Offer

State

Required

Comment

Cancel

Move

6. Then, in the **State** dropdown, select **1st Interview Scheduled** then click **Move**.

<

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

12617

12618

12619

Requisitions

Offers

Move application

1 candidates

Phase

Interview

State

1st Interview to be scheduled

1st Interview scheduled

Awaiting response

Accepted invitation

Declined invitation

Additional assessment to be scheduled

Additional assessment scheduled

Awaiting interview/Assessment outcome

Comment

Cancel

Move

7. If the candidate cancels an interview and does not plan to reschedule, ensure you update the state to **Withdrawn by Candidate**. To do this, repeat steps 4 and 5 of this section, then in the **State** dropdown, select **Withdrawn by Candidate**. Click on the **Move** button to save the new status.

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

12617

12618

12619

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

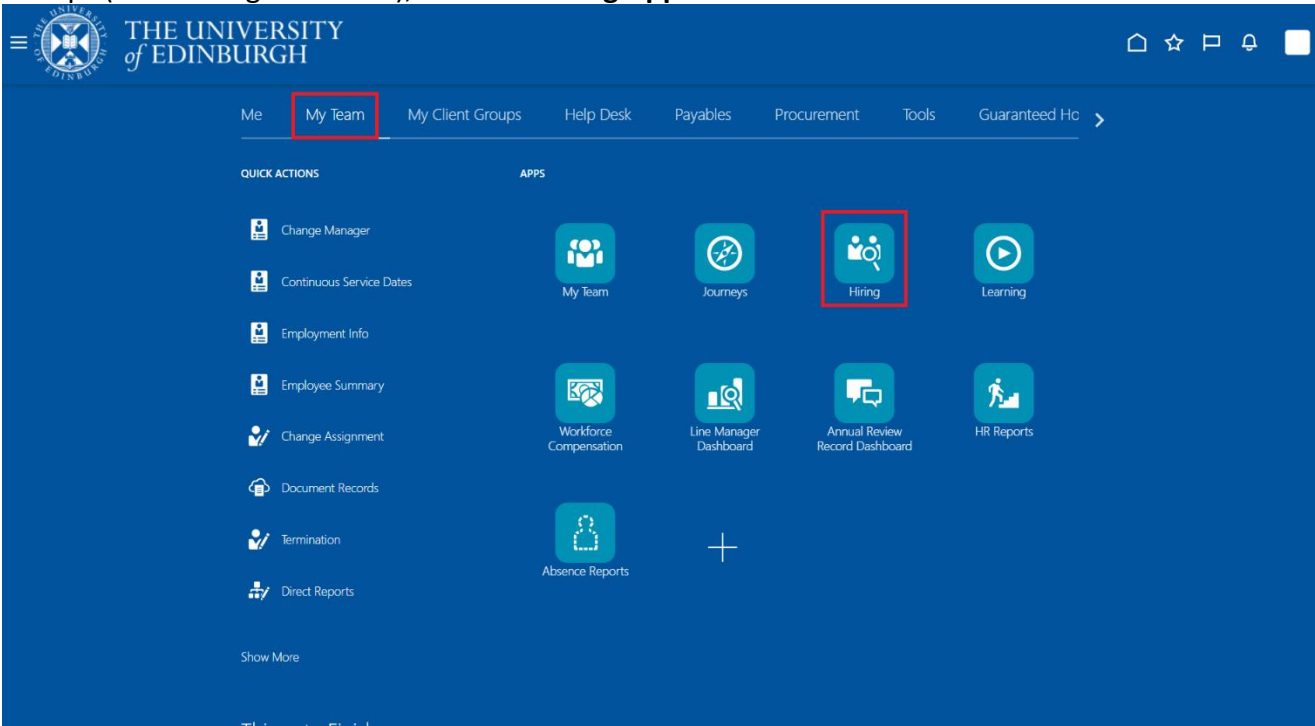
Withdrawn by Candidate

Cancel

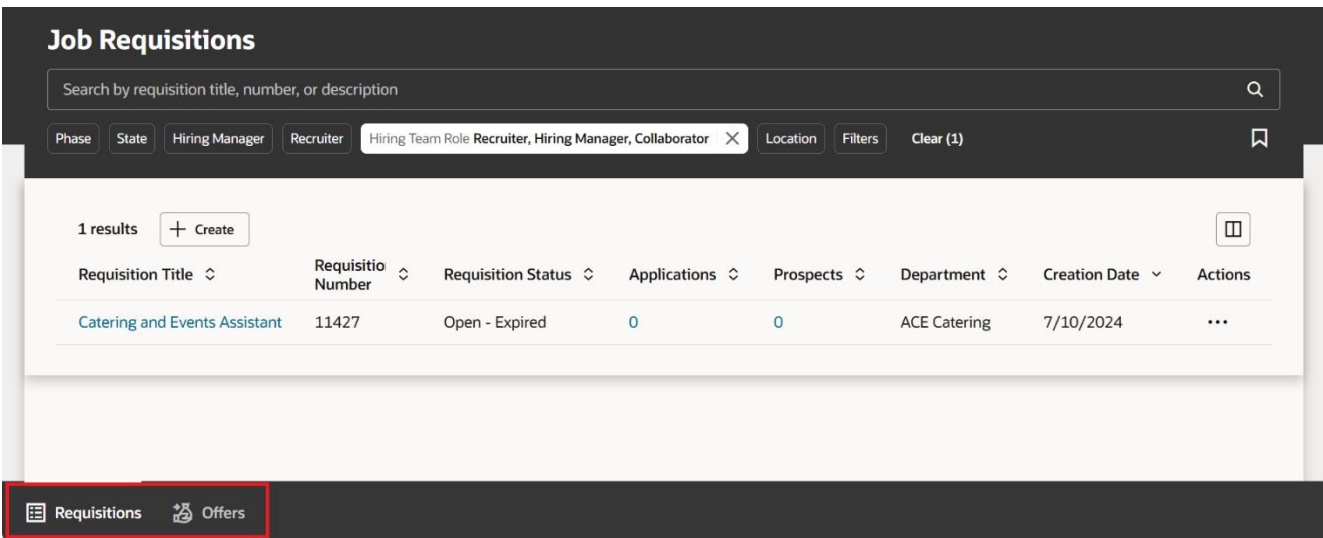
Move

# How to Cancel an Interview

- 1. 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 page in the Hiring app: **Requisitions** and **Offers**.



- 3. In the **Requisitions** tab, search for the job requisition using the requisition title, number or description. Then, click on the number of applications for the correct job requisition.

# Job Requisitions

Search by requisition title, number, or description

Phase
State
Hiring Manager
Recruiter
Hiring Team Role
Location
Filters

7 results
+ Create

| Requisition Title         | Requisition Number | Requisition Status | Applications | Prospects | Department   | Creation Date | Actions |
|---------------------------|--------------------|--------------------|--------------|-----------|--------------|---------------|---------|
| Food & Beverage Assistar  | 13130              | Open - Expired     | 0            | 0         | ACE Catering | 18/09/2025    | ...     |
| Commis Chef               | 12617              | Open - Expired     | 8            | 0         | ACE Catering | 5/06/2025     | ...     |
| Catering and Events Oper  | 12214              | Open - Expired     | 2            | 2         | ACE Catering | 7/03/2025     | ...     |
| Catering and Events Team  | 12135              | Open - Expired     | 40           | 1         | ACE Catering | 18/02/2025    | ...     |
| Food & Beverage Assistar  | 12044              | Open - Expired     | 0            | 0         | ACE Catering | 3/02/2025     | ...     |
| Catering and Events Assik | 11427              | Open - Expired     | 0            | 0         | ACE Catering | 7/10/2024     | ...     |

Requisitions
Offers

4. Select the appropriate candidate.

Commis Chef (12617)
Standard

Job Applications

Keywords

Show favorite job applications only
Candidate Type When Applying
Phase
State
Prescreening Question
Filters

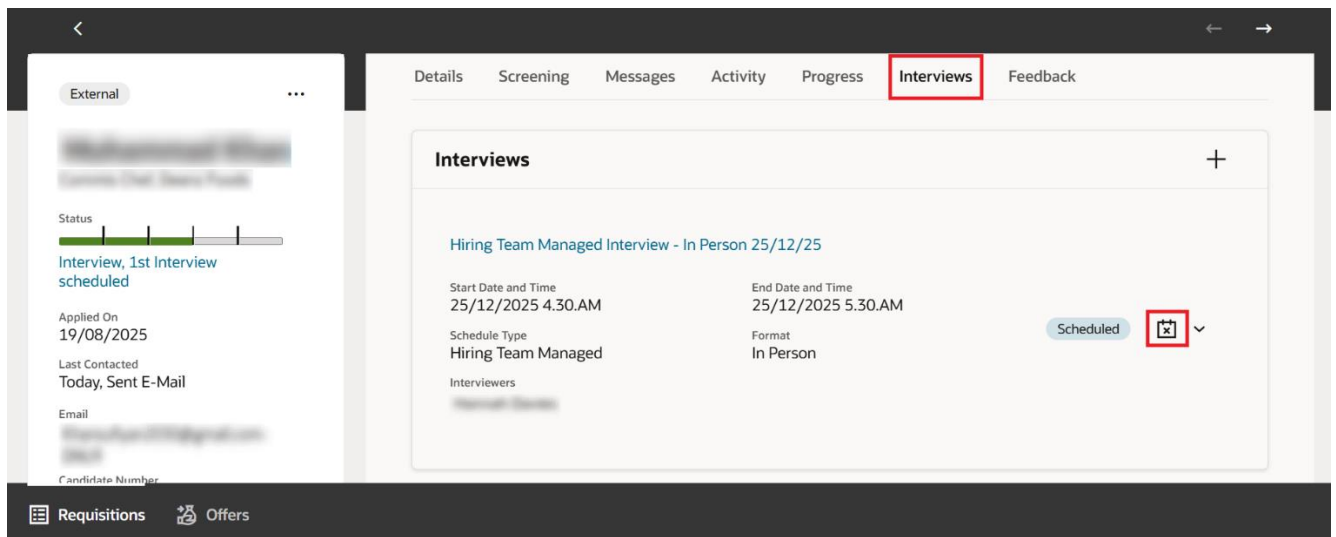
8 items
Move Application
More Actions

Sort By Application Submitted, New to Old

| Favorite                                                     | Candidate name and number | Application status                                    | Contact details | CV and submission date |
|--------------------------------------------------------------|---------------------------|-------------------------------------------------------|-----------------|------------------------|
| <input type="checkbox"/> <input checked="" type="checkbox"/> | Joe Bloggs                | New, To be Reviewed<br>Prescreening score: 0 out of 0 |                 | Resume<br>19/08/2025   |
| <input type="checkbox"/>                                     |                           | New, To be Reviewed                                   |                 | Resume                 |

Requisitions
Offers

5. Select the **Interviews** tab then click on the **Cancel Interview** icon.



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

Appendix

Appendix A – Example of Invite Email Sent to Candidates



THE UNIVERSITY  
of EDINBURGH

Be Part of Something Bigger

Dear [redacted]

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

- Start date: 15/07/2026 9:00 AM British Summer Time
- Role: Business Analyst
- Interview type: Web Conference
- Interviewer(s): [redacted]

Web conference link: [www.test.com](http://www.test.com)

Phone number:

Access code:

Additional information:

This is where the text you entered under info for the candidate - For the scheduled interview will appear.

This is where the text you entered under info for the candidate - Additional notes will appear.

Use this link to download the calendar attachment and add the interview to your calendar:  
[https://relve-dev4-fa-em3-oraclecloud.com:443/hcm/jc/CandExpSecured/InterviewCalendar?token=Aenc2\\_3ahgiktur2NljO4VwE4J\\_2dAadPRnIANWIPvT59u\\_2b7jgFVGvkiOWOKCnqWeACBwP54u\\_2fY2c5cClPWb8mtvzeorLRVZj19EZ\\_29QhHcm9DfYjyQ0MuzgrONuUbs0dQ4EE5nQA52WinZUqyT4E7xSFxSPxOgS78AIfg1XYeAMCb8E79w\\_3d\\_3d](https://relve-dev4-fa-em3-oraclecloud.com:443/hcm/jc/CandExpSecured/InterviewCalendar?token=Aenc2_3ahgiktur2NljO4VwE4J_2dAadPRnIANWIPvT59u_2b7jgFVGvkiOWOKCnqWeACBwP54u_2fY2c5cClPWb8mtvzeorLRVZj19EZ_29QhHcm9DfYjyQ0MuzgrONuUbs0dQ4EE5nQA52WinZUqyT4E7xSFxSPxOgS78AIfg1XYeAMCb8E79w_3d_3d)

**Time zone note:** Calendar links use Coordinated Universal Time (UTC). When you save the interview, it will be added to your calendar in the time zone set by your browser. However, the calendar invite may still display UTC unless you change the time zone settings in your calendar.

Prior to any employment commencing with the University, you will be asked to provide documents to demonstrate your Right to Work in the UK. This includes if you are already working with us as a contractor or agency worker. Further information about the documents that provide evidence can be found on the Demonstrating your [Right to Work webpage](#) (opens in a new browser tab).

We are committed to ensuring that our selection process is accessible to all candidates. If you require any reasonable adjustments at any stage (for example, an accessible venue or an alternative format), please let us know.

External candidates can view interview details by logging into [your profile](#) and clicking clicking on "My Applications". If you circumstances have changed, you can also cancel your interview from there, or email [redacted]

Internal candidates can view or update their interview by going to [submitted applications](#), expanding the active applications section, then clicking the relevant interview.

This email is an automated notification and replies are not monitored.

## Version History

| Version | Date             | Description                                                                                                                                               | Approved By |
|---------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 2.0     | 15 December 2025 | <ul style="list-style-type: none"><li>Updated guide to new format.</li><li>Updated screenshots and steps to reflect Redwood changes in P&amp;M.</li></ul> | SK          |
| 3.0     | 13 July 2026     | <ul style="list-style-type: none"><li>Updated to reflect full move of Interview Management to Redwood</li></ul>                                           | 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.