People and Money system

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

Before you start

This guide is for current employees.

There are typically 2 ways you will be invited to interview:

1. The hiring team tells you the exact date and time to attend.

2. You're given a range of times to choose from for scheduling your interview

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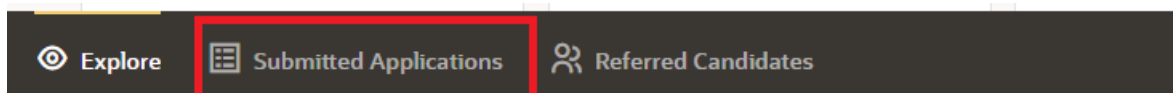
Quick Links to Detailed Steps

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

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

How to request additional time slots when asked to schedule your interview

How to reschedule or cancel an Interview when the hiring team has given you the exact date and time to attend.

How to reschedule or cancel an Interview when you were asked to select an interview slot

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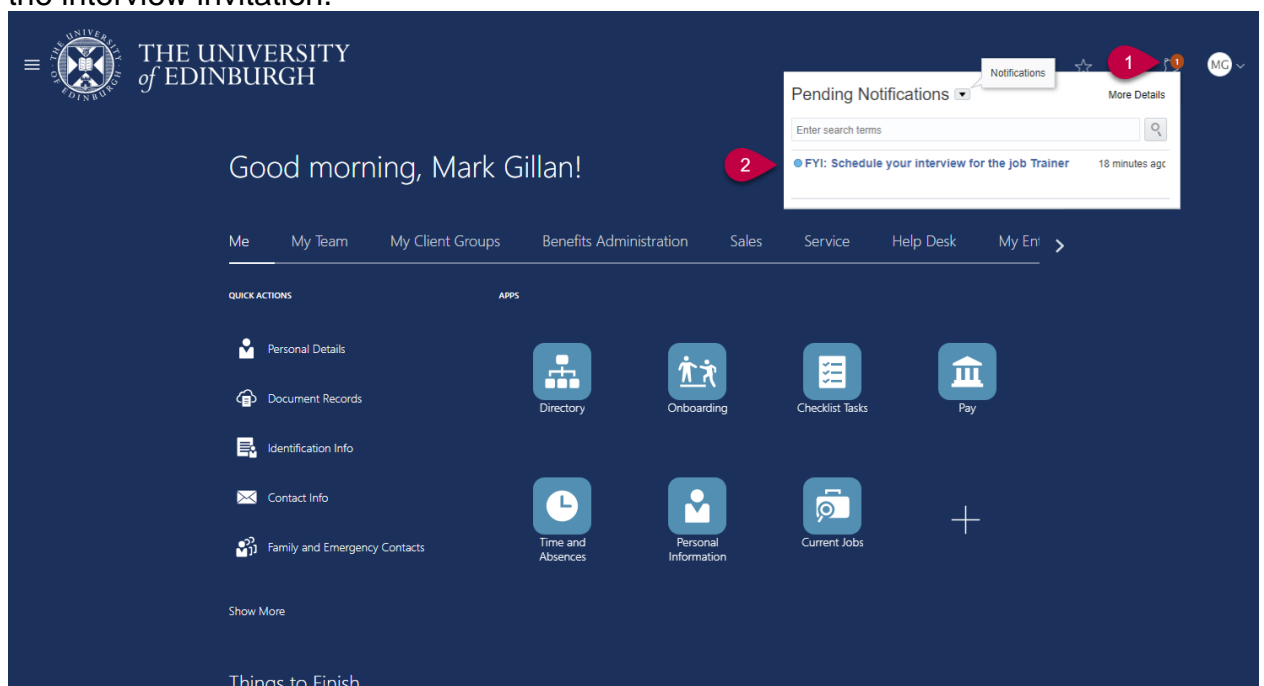
2. To select the interview timeslot, click the **Interview Calendar** link in the interview invitation.

View in Browser

THE UNIVERSITY
of EDINBURGH

Help make the world a better place

You're invited to schedule an interview!

Hello, Mark,

We are pleased to invite you to schedule an interview for the job Trainer you applied to.

Go to the interview calendar to schedule your interview.

Sincerely,

Candidate Experience site
Recruiting Team

3. In the **Select Interview** section, select **Date** and **Time** for the interview session. Then click **Save and Close.**

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Schedule Interview

5 | **Save and Close** | **Cancel**

Select Interview

Date
1 — 13/10/2020 ▼
   12/10/2020
2 — 13/10/2020
   14/10/2020

Time (Europe/London)
3 — 11.00.AM - 12.00.PM ▼
   9.00.AM - 10.00.AM
4 — 11.00.AM - 12.00.PM

Interview Details

Date
13/10/2020

Time
10.00.AM - 11.00.AM

Interviewer
Emma Cunningham

Address
Argyle House
3
Lady Lawson Street
EDINBURGH
EH3 9DR
UNITED KINGDOM

Location Details

Notes to Candidate

Post-schedule Details

4. View the bell notification or email, this will confirm the interview has been scheduled and provide further details about the interview.
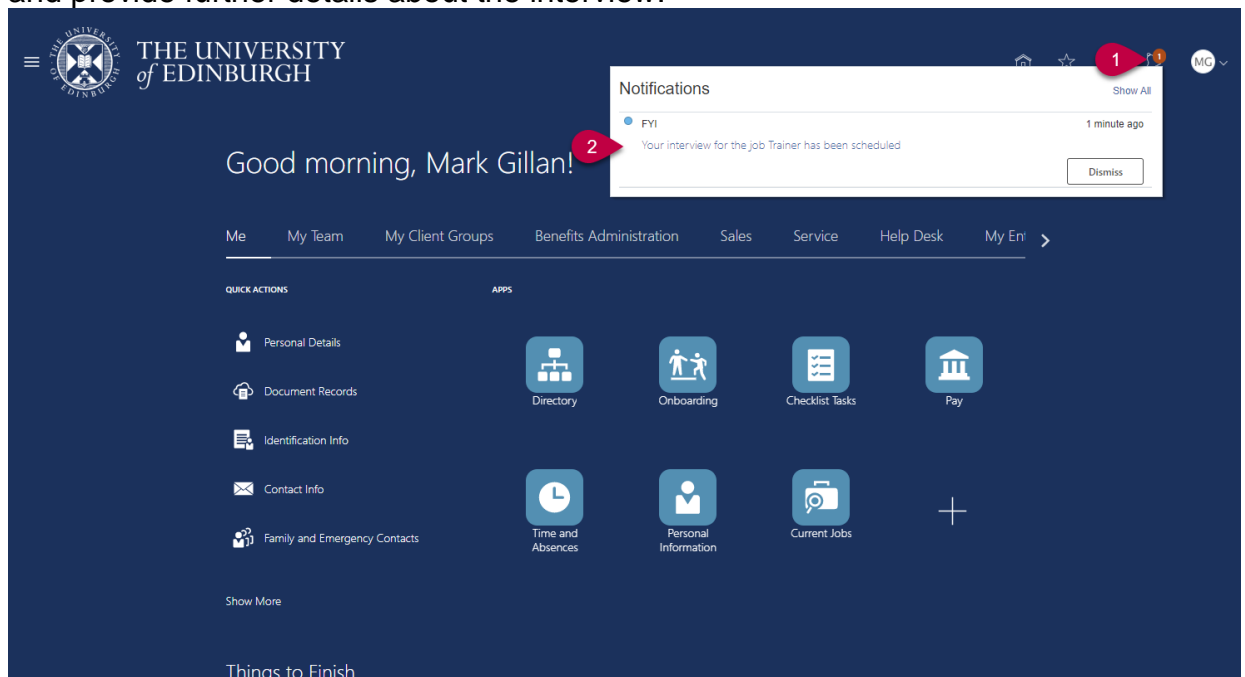
Example of interview scheduled
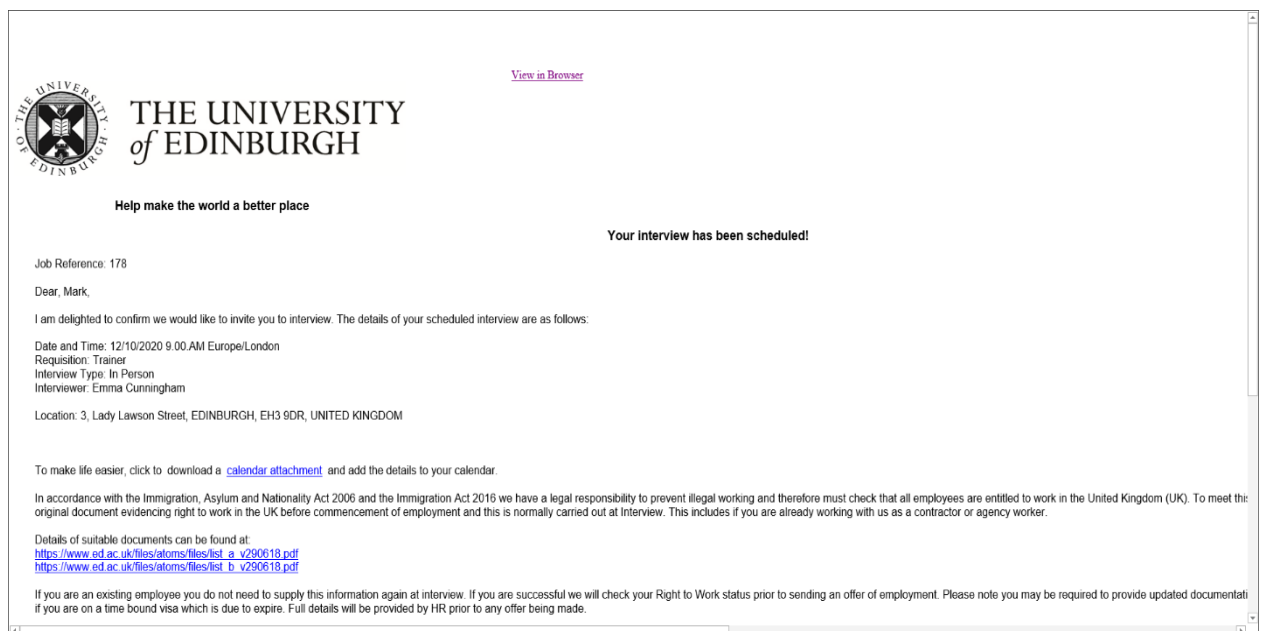
How to request additional time slots

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

2. Enter the date and time you are looking for and click **Submit Request**

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**
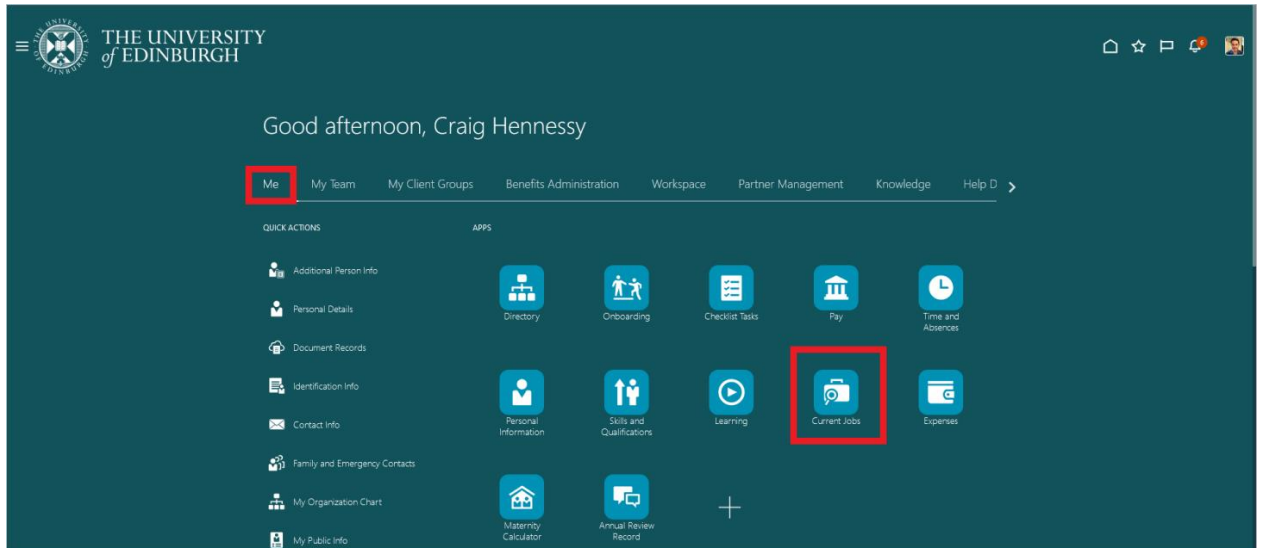
2. Click on the **Submitted Applications** tab at the bottom. In the **Active** applications section, you will see all upcoming interviews that you have scheduled. To cancel or reschedule an interview, click on the date and time under **Upcoming interviews** for the interview you want to change.
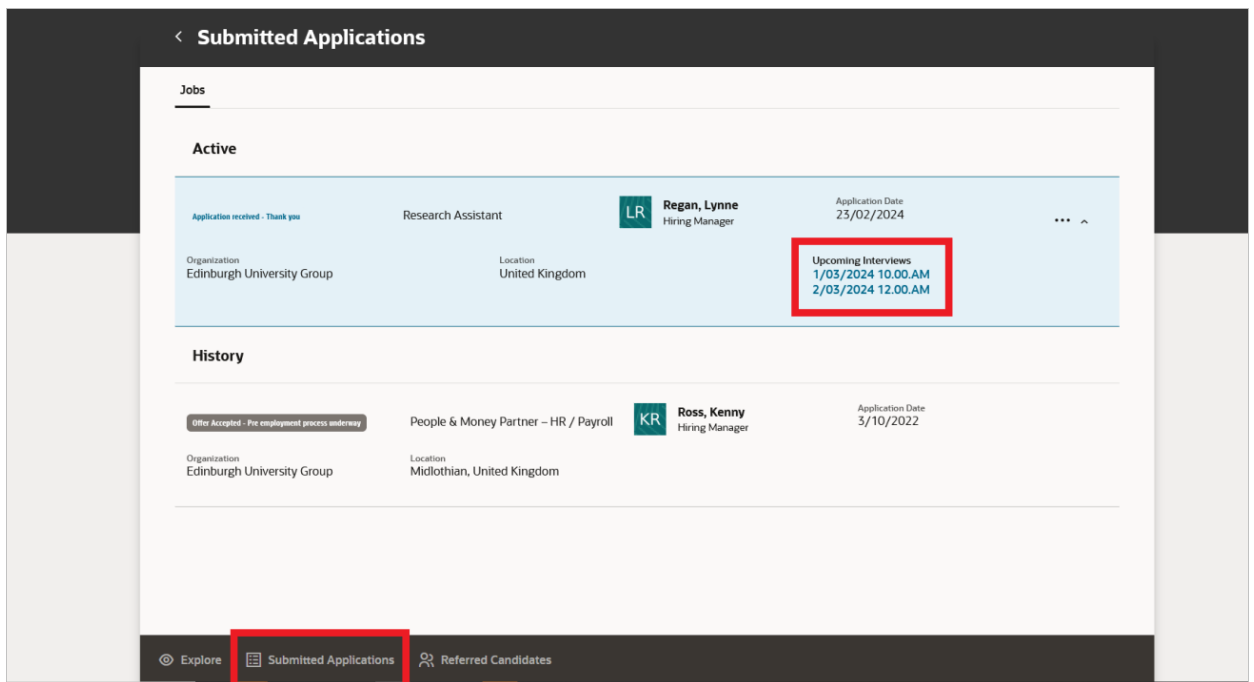
3. Go to the top right of the screen and click on **Actions**. If you want to choose a different time/date for the interview, choose **Reschedule**. If you have decided that you no longer wish to attend the interview, select **Cancel.** If you don't see the **Reschedule** option, it means there are no other time slots available, or the hiring team has set a fixed date and time for the interview. In such cases, contact the Hiring Manager mentioned for further assistance.
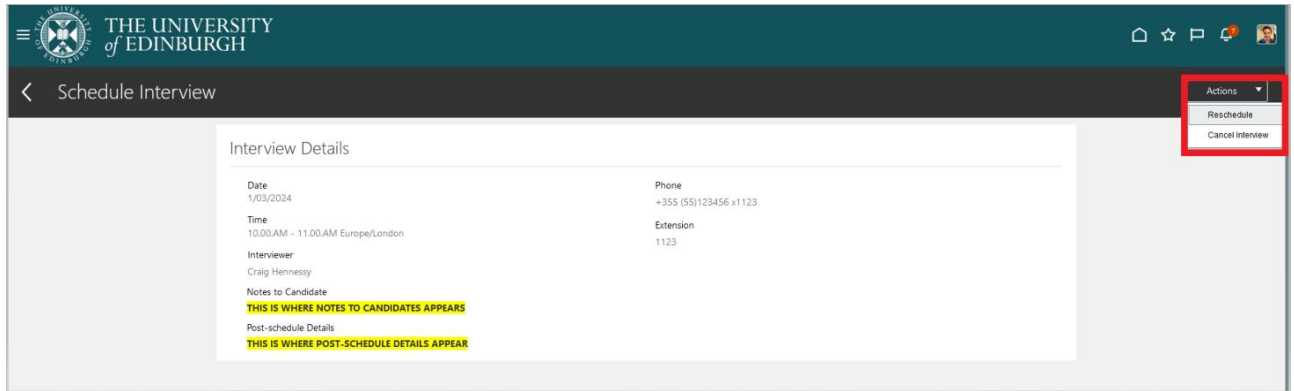
4. If you select the option to **Reschedule** you will be taken to the following screen. Select a new **Date** and/or **Time** from the dropdown list **and click Save and Close**.
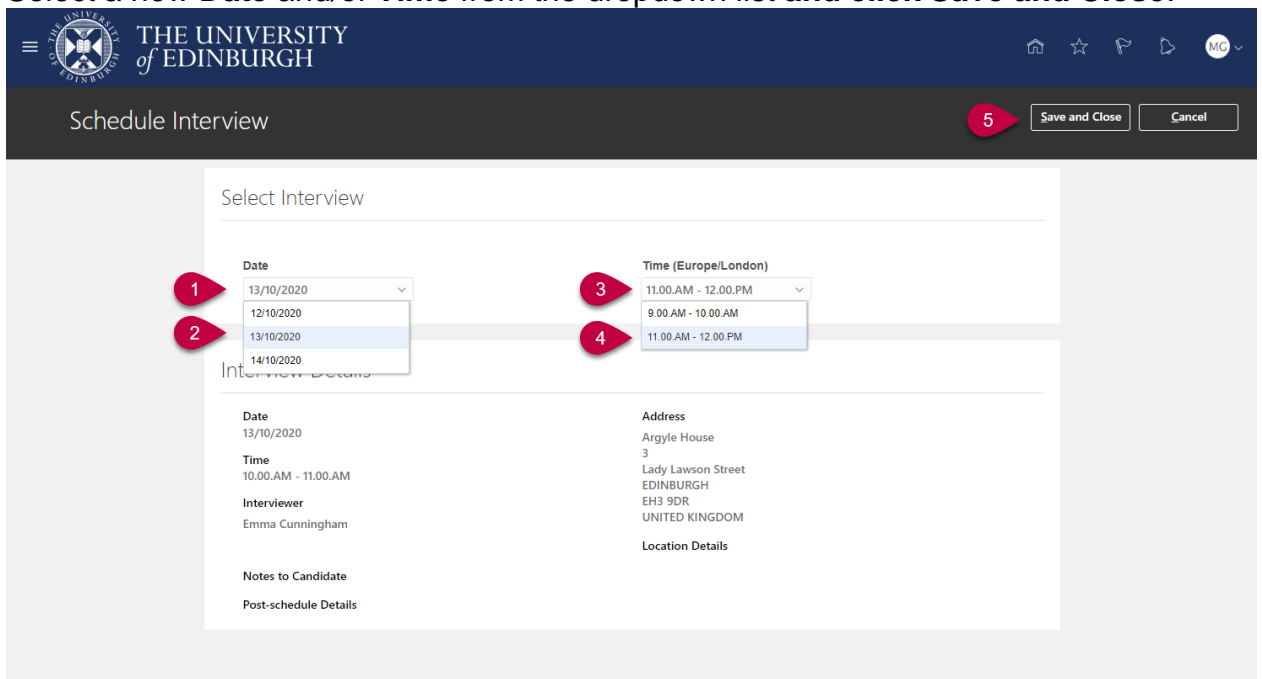
5. Once you have rescheduled your interview you will receive a further email and notification with the details. Your revised interview details will also be viewable in your candidate profile within People and Money by going to **Me > Current Jobs > Submitted Applications.**