

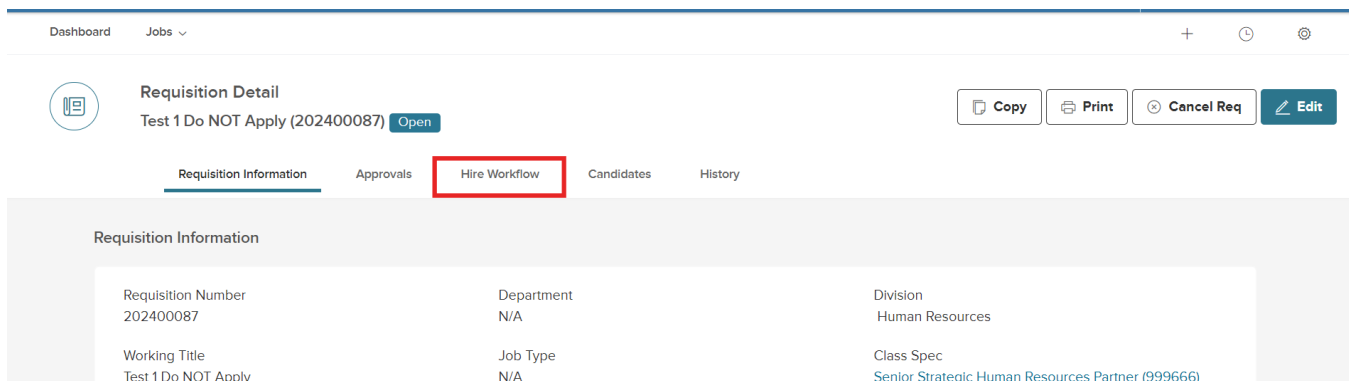
Self-Scheduling Interviews Through NEOED

You can allow the candidate to self-schedule an interview time within the system by sending them a link to pick availability.

To do this, you must customize the candidate workflow within the requisition.

In your recruiting tab in your job posting, find your open search under the “My Candidates” box & click on the title.

Once in the search, click “Hire Workflow” at the top of the toolbar.



Dashboard Jobs

Requisition Detail
Test 1 Do NOT Apply (202400087) [Open](#)

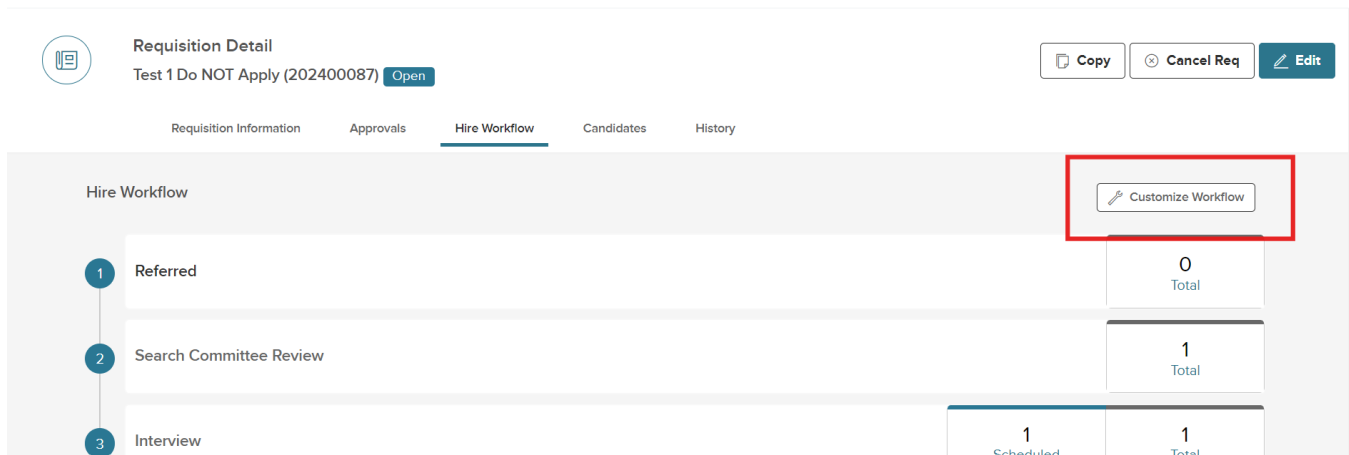
[Copy](#) [Print](#) [Cancel Req](#) [Edit](#)

[Requisition Information](#) [Approvals](#) **[Hire Workflow](#)** [Candidates](#) [History](#)

Requisition Information

Requisition Number 202400087	Department N/A	Division Human Resources
Working Title Test 1 Do NOT Apply	Job Type N/A	Class Spec Senior Strategic Human Resources Partner (999666)

Then “Customize Workflow”



Requisition Detail
Test 1 Do NOT Apply (202400087) [Open](#)

[Copy](#) [Cancel Req](#) [Edit](#)

[Requisition Information](#) [Approvals](#) **[Hire Workflow](#)** [Candidates](#) [History](#)

Hire Workflow

[Customize Workflow](#)

1 Referred	0 Total
2 Search Committee Review	1 Total
3 Interview	1 Scheduled
	1 Total

Navigate to the “Interview” step and click the pencil button to edit that step

Self-Scheduling Interviews Through NEOED

Customize Hire Workflow

Close



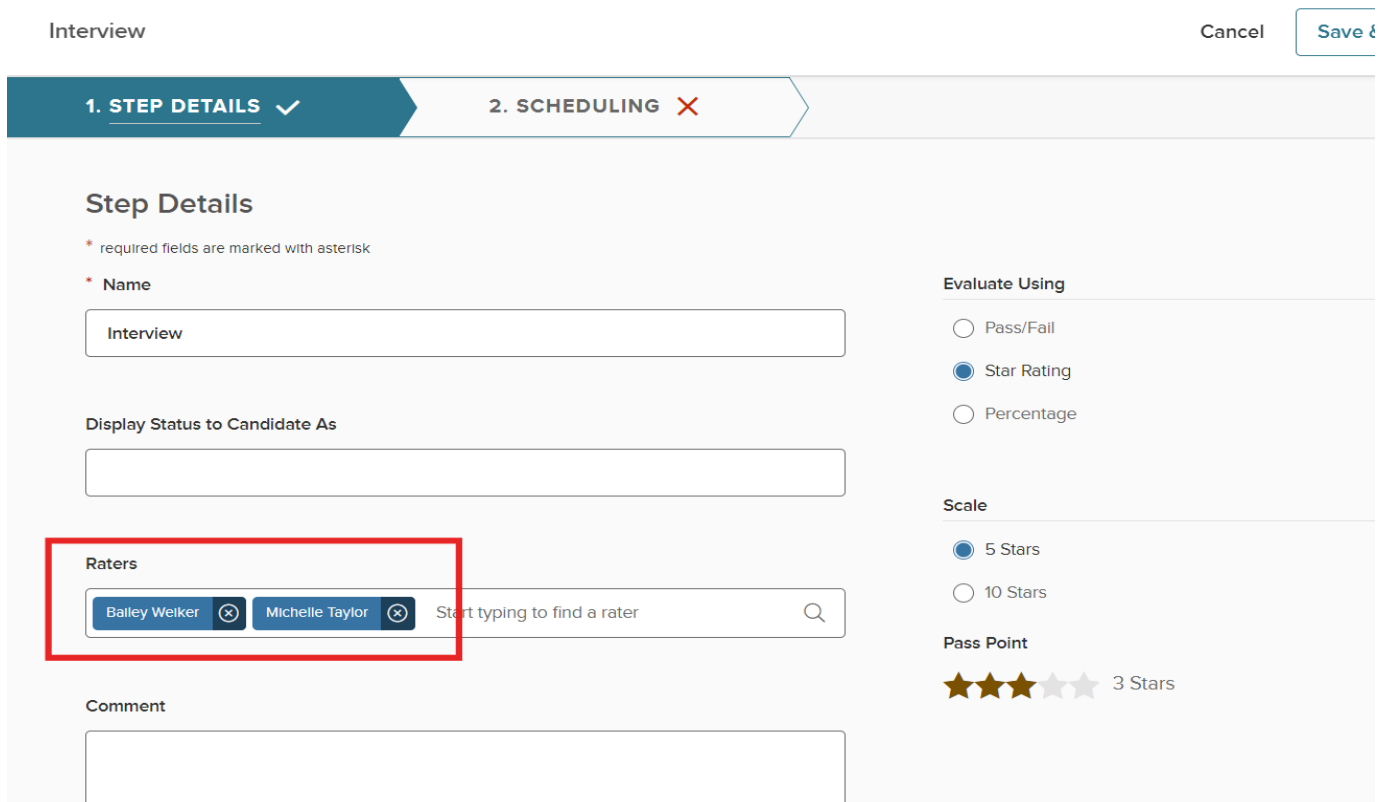
1 Referred

2 Search Committee Review

3 Interview

4 Second Interview (As Needed)

In the first screen, add the search committee members again to the “raters” section.



Interview

Cancel Save &

1. STEP DETAILS ✓ 2. SCHEDULING ✗

Step Details

* required fields are marked with asterisk

* Name

Interview

Display Status to Candidate As

Raters

Bailey Welker Michelle Taylor Start typing to find a rater

Comment

Evaluate Using

Pass/Fail

Star Rating

Percentage

Scale

5 Stars

10 Stars

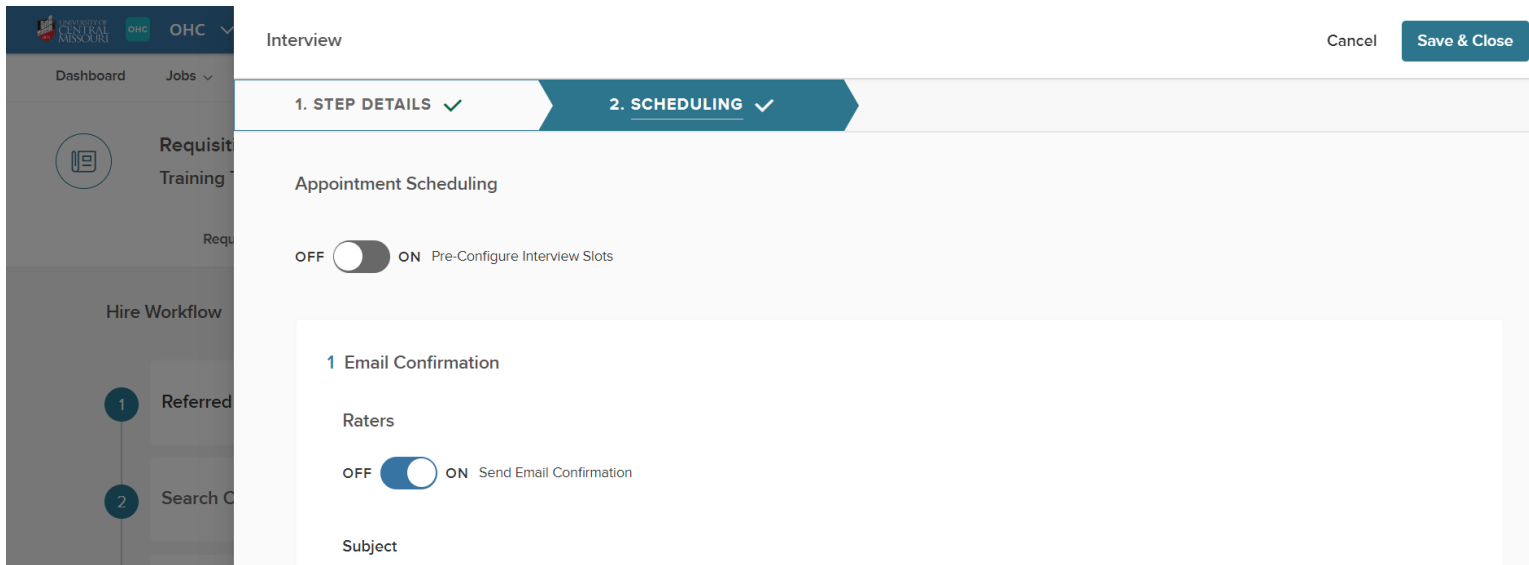
Pass Point

★★★★★ 3 Stars

Click “Save and Continue”

Self-Scheduling Interviews Through NEOED

The next step will look like the below:



Interview Cancel Save & Close

1. STEP DETAILS ✓ 2. SCHEDULING ✓

Appointment Scheduling

OFF ON Pre-Configure Interview Slots

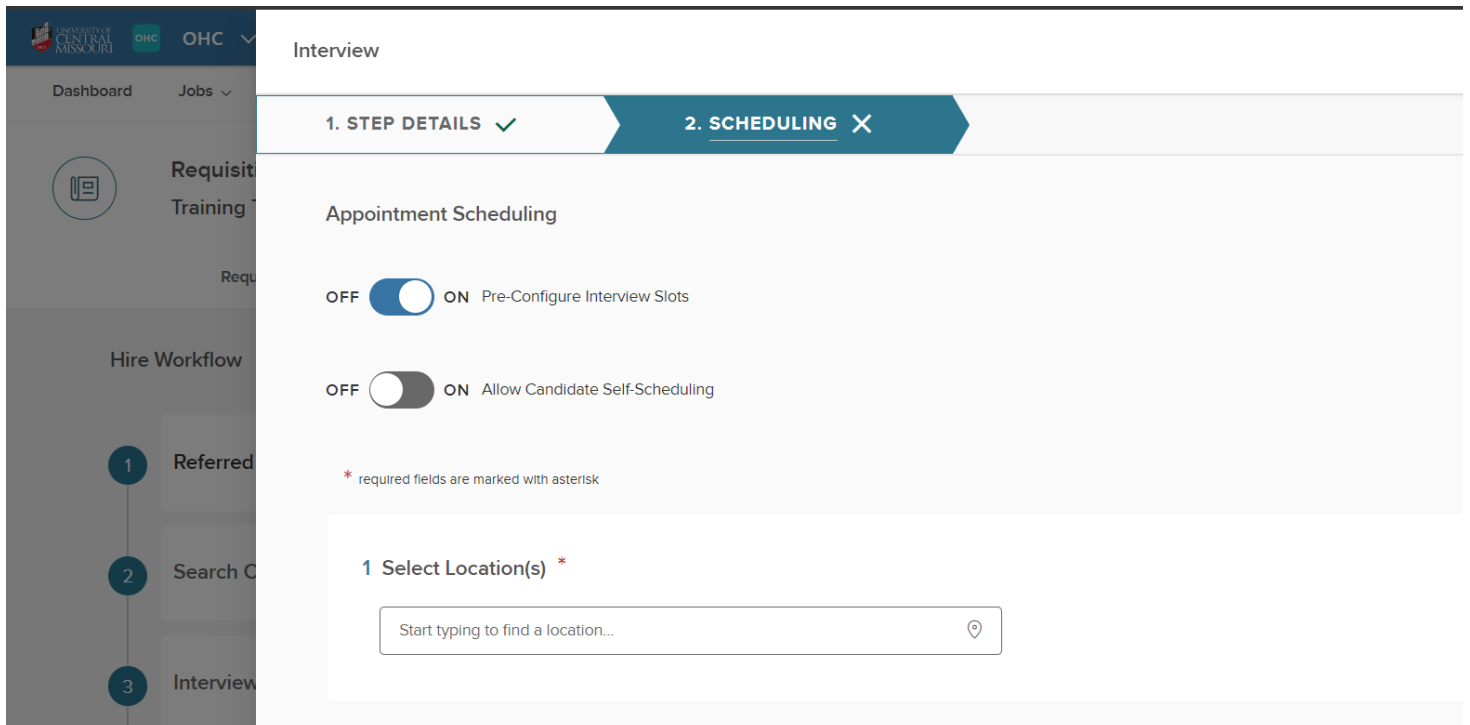
1 Email Confirmation

Raters

OFF ON Send Email Confirmation

Subject

You MUST then toggle the “Pre-Configure Interview Slots” to “ON”, like the screenshot below.



Interview

1. STEP DETAILS ✓ 2. SCHEDULING ✕


Appointment Scheduling

OFF ON Pre-Configure Interview Slots

OFF ON Allow Candidate Self-Scheduling

* required fields are marked with asterisk

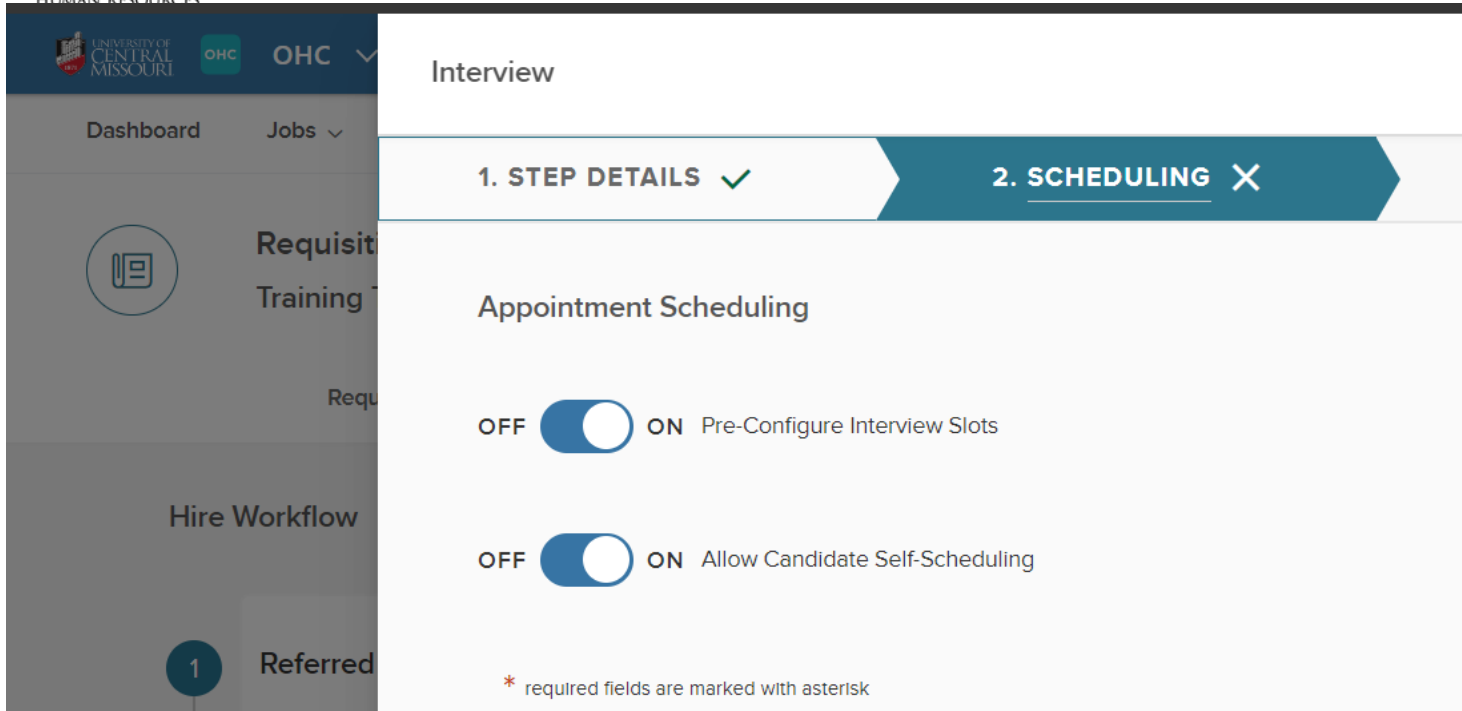
1 Select Location(s) *

Start typing to find a location... 

Then, toggle the “Allow Candidate Self-Scheduling” to “ON”

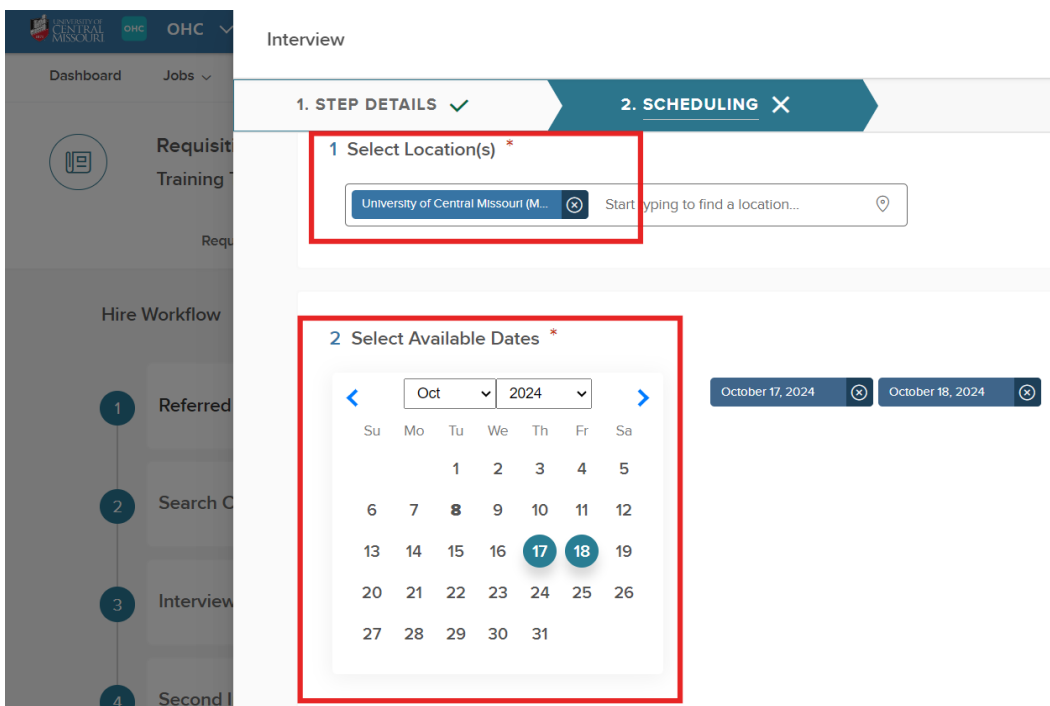


Self-Scheduling Interviews Through NEOED



Choose the location of the interview. Ensure this is accurate as the candidate will receive reminders and set an initial confirmation email based on that location. If the location is not listed, please reach out to HR so we can get it added.

Select the dates in which interviews can be scheduled.





Self-Scheduling Interviews Through NEOED

Select the start & end time for each interview, the duration of the interview, & how much “break” time in which you want between interviews. In this example, there are 15 minutes breaks between each time slot.

3 Select Times *

Start time	End Time	Duration	Time Between Slots
<input type="text" value="10:00 AM"/>	<input type="text" value="02:00 PM"/>	<input type="text" value="01:00"/>	<input type="text" value="00:15"/>

Central Time (US & Canada)

Determine the deadline the candidates can self schedule. You can also add break times. For example, another meeting is held from 11:00am - 12:00pm, you can schedule that break so self-schedulers cannot schedule during that time.

4 Self Schedule Deadline

5 Add Breaks

Starts	Ends	
<input type="text" value="Select break start time"/>	<input type="text" value="Select break end time"/>	

10 AM	10:00 AM - 11:00 AM Slot 1
11 AM	11:15 AM - 12:15 PM Slot 2
12 PM	12:30 PM - 1:30 PM Slot 3
1 PM	

Leave the “Rates” email confirmation toggled on.

Self-Scheduling Interviews Through NEOED

6 Email Confirmation

Raters

OFF ON Send Email Confirmation

Subject

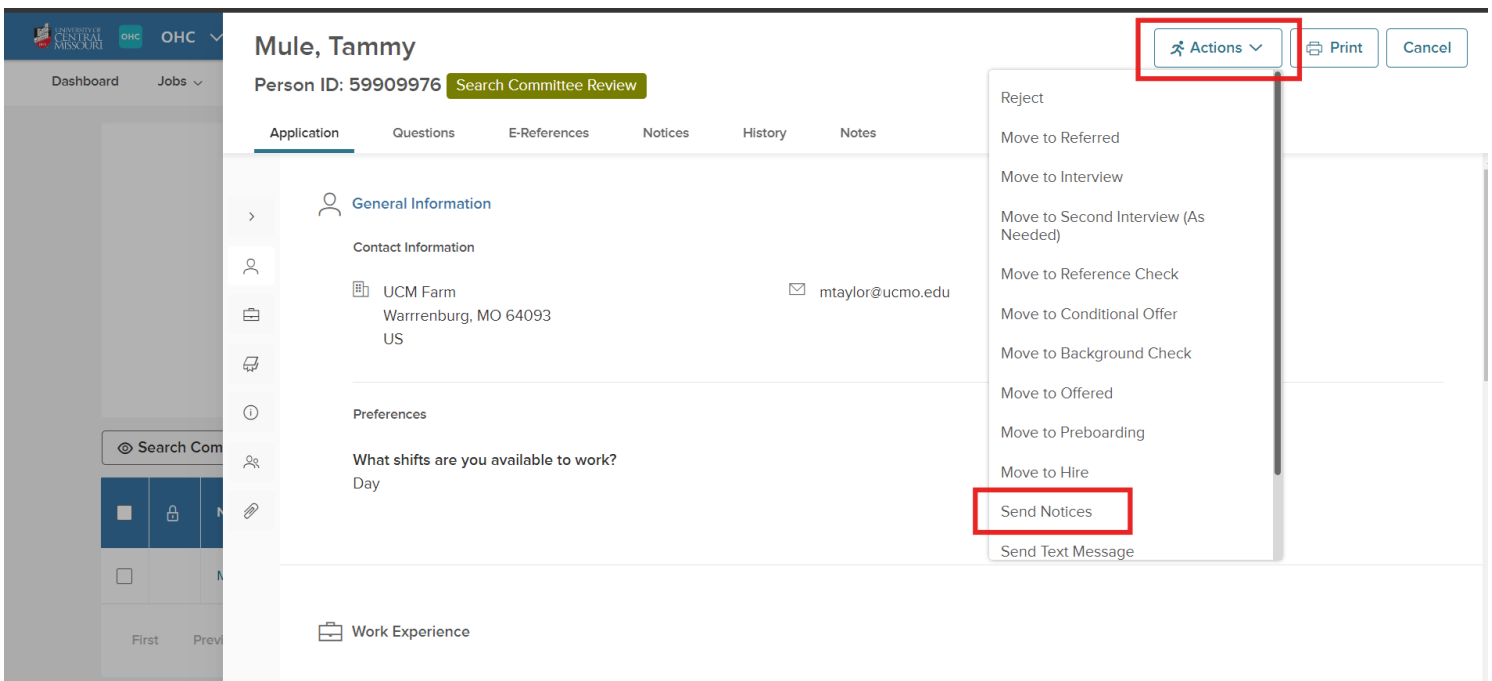
Interview Notification - Interview Scheduled

Body

Dear [Rater], You have been scheduled to interview <Candidate Name> on <Date><Time> at <Location>

Save & Close. Your candidates can now self-schedule once you activate the self-scheduling link.

In order to send your candidate the self-scheduling link, you will need to select “Actions” and “Send Notices”



The screenshot shows the NEOED interface for a candidate named Tammy Mule (Person ID: 59909976). The 'Actions' dropdown menu is open, showing various options. The 'Send Notices' option is highlighted with a red box. The 'Actions' button itself is also highlighted with a red box. The interface includes a navigation sidebar on the left with options like Dashboard, Jobs, and Search Committee. The main content area shows the candidate's profile with sections for General Information, Contact Information, Preferences, and Work Experience.

In the notice template, select “Invite to Self Schedule for Interview”.



Self-Scheduling Interviews Through NEOED

Send Notice

Mule, Tammy (Person ID : 59909976)

Cancel

Send

Notice Details

* Required fields are marked with asterisk

* Notice

Invite to Self-Schedule for Interv...

Notice Preview

Override

Template

Sample Candidate

<Today>

<Applicant_FirstName> <Applicant_LastName>

<Applicant_Address1> <Applicant_Address2>

<Applicant_City>, <Applicant_State> <Applicant_ZipCode>

Select "Send"

Your candidate has now received the self-scheduling instructions & has the ability to self-schedule.

Once scheduled, their scheduled date and time will show under their "status".

Interview : 1 Search Committee Review : 1

2
TOTAL

Search Com... Actions More Search

	Name	Employee ID	Action Date	Notices	Current Employee	Phone	E-References	Status	Offer
<input type="checkbox"/>	Mule, Tammy		10/08/2024	✉	No		N/A	Search Com...	
<input type="checkbox"/>	Mule, Mo		10/08/2024	--	No		N/A	Interview Scheduled for 10/08/2024, 3:0...	