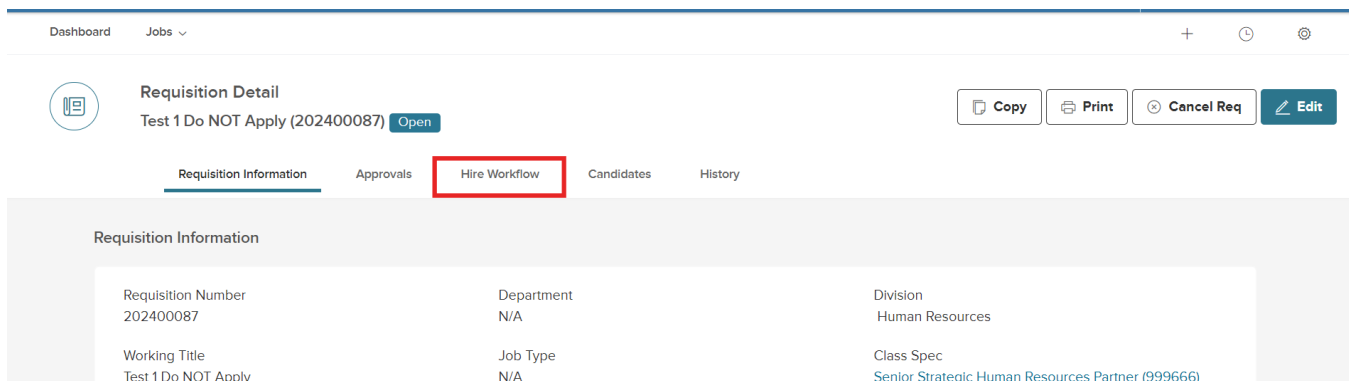# Self-Scheduling Interviews Through NEOED

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.
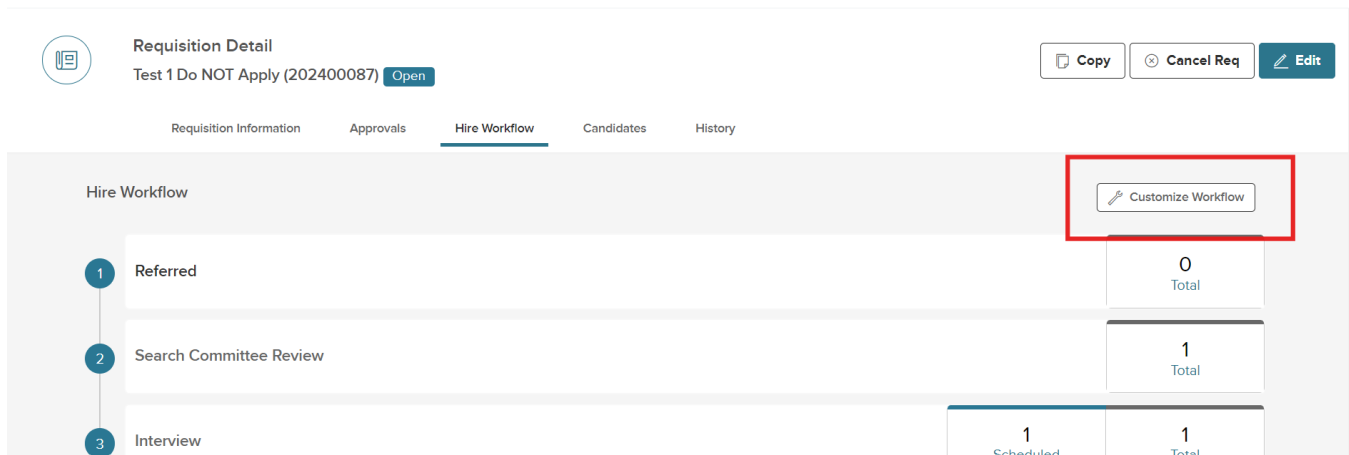
Then "Customize Workflow"

Navigate to the "Interview" step and click the pencil button to edit that step

Customize Hire Workflow   Close
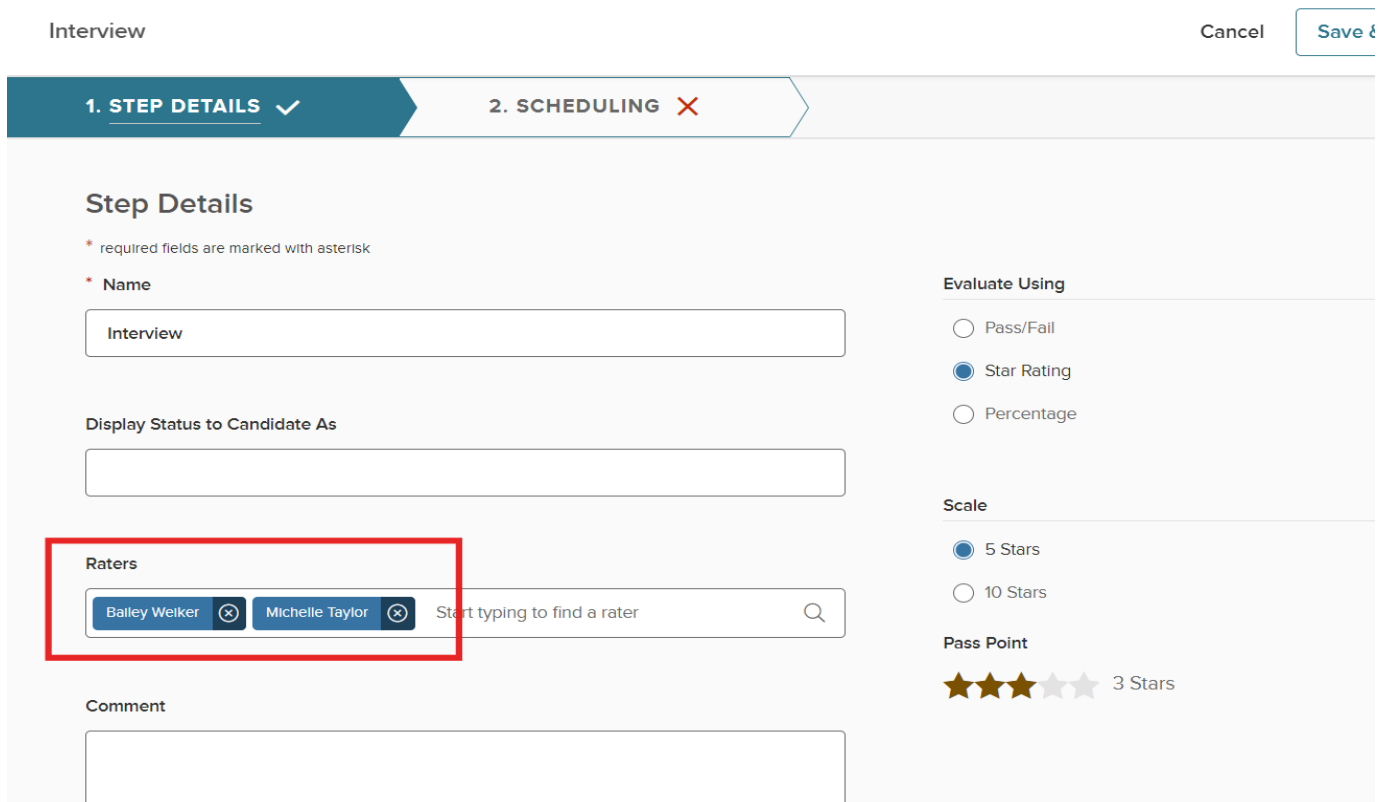
In the first screen, add the search committee members again to the "raters" section.

Click "Save and Continue"

The next step will look like the below:

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

Then, toggle the "Allow Candidate Self-Scheduling" to "ON"

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.

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.

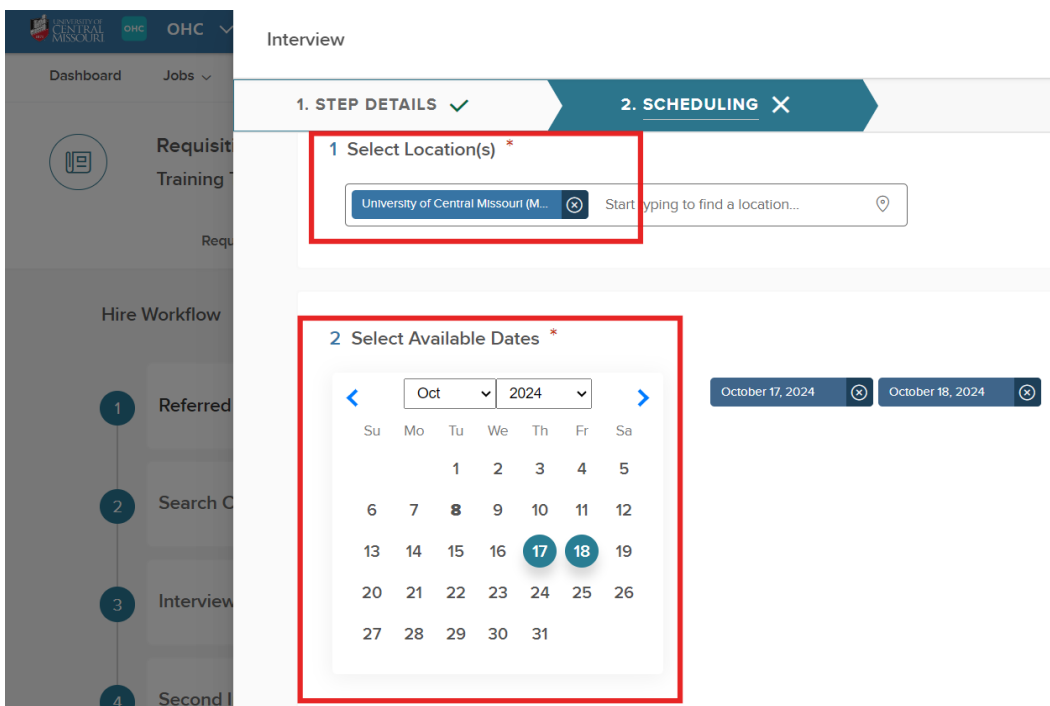Determine the deadline the candidates can self schedule. You can also add break times. For example, another meeting is held from 11:00am - 12:00pm, you can schedule that break so self-schedulers cannot schedule during that time.

Leave the "Rates" email confirmation toggled on.

6 Email Confirmation

Raters

OFF 🔵 ON Send Email Confirmation

Subject
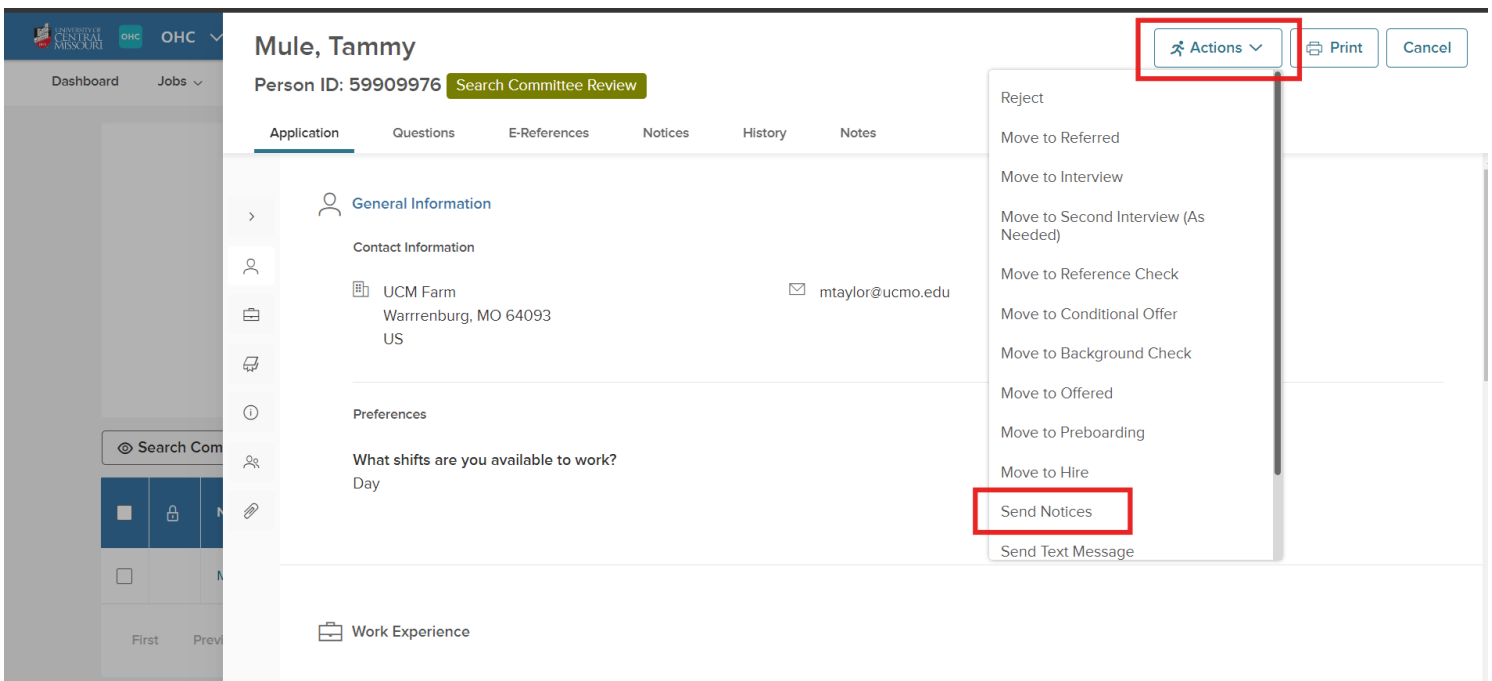
Interview Notification - Interview Scheduled

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"

In the notice template, select "Invite to Self Schedule for Interivew".

Send Notice
Mule, Tammy (Person ID : 59909976)

Cancel   **Send**

Notice Details
* Required fields are marked with asterisk

* **Notice**

[Invite to Self-Schedule for Intervi... ⊗]   🔍

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".

	🔒	Name ⇅	Employee ID ⇅	Action Date ⇅	Notices	Current Employee	Phone	E-References	Status	Offer
☐		Mule, Tammy		10/08/2024	✉	No		N/A	Search Com...	
☐		Mule, Mo		10/08/2024	--	No		N/A	Interview Scheduled for 10/08/2024, 3:0...	