

Inviting candidates to interview on Talentlink

1. Introduction	2
2. Information needed	2
3. Setting up the Interview Scheduler	3
4. Sending invites	5
a. When candidates can choose their own time slot	5
b. Candidates are linked to a specific time slot	8
5. Checking candidates' replies	10
6. Editing invites	11
a. Candidate needs to cancel their interview	11
b. Candidate needs to move the time of their interview.....	11
c. Candidate declined the original invite, but is available for another time	12
7. How to add candidates to Interview Step without sending any emails	13
8. Rejecting candidates	15
Appendix 1: Adding a Last Step column to the list of candidates	17

1. Introduction

Interviews should normally be set up via Talentlink so all information relating to the candidate's application is kept in one place. If interviews are set up outside of Talentlink, candidates should still get updated on Talentlink (see [7](#)). This is critical for data purposes.

2. Information needed

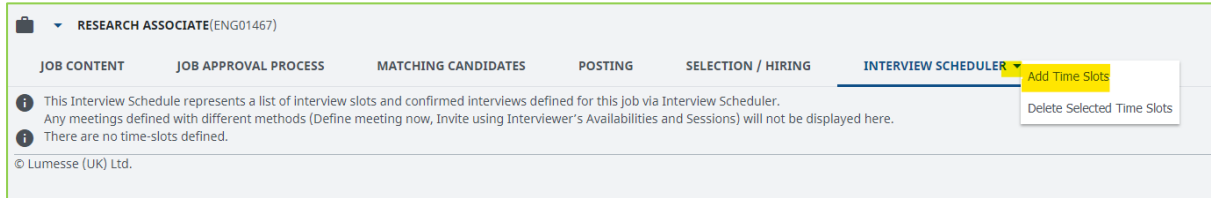
To proceed to the interview, make sure you have:

- The names of all the candidates shortlisted
- The date, start and finish times of the interviews and whether there will be a break in between each interview.
- The venue details or the online link for the interview (if not known, this can be sent to the candidate at a later stage).
- The names and job titles of the panel members
- The details of any tests or presentations (attachments can be added to the invitation).

Before moving on to the Interview stage, make sure all candidates are set to the *In Process* status.

3. Setting up the Interview Scheduler

On the vacancy's page, click on the **Interview Scheduler** tab. Then click on the arrow next to it and select **Add Time Slots**.



A pop-up will open. Complete the fields as per the below:

Selection Step: Pick **Interview 1**. Only pick Interview 2 if you are scheduling a second interview for candidates or the candidate had previously declined the original invite (see [6b](#)).

Lead Interviewer: Members of the operational team will be listed. Whoever is picked will be able to receive updates each time a candidate picks an interview slot (this functionality can be turned off when sending the invites).

Date: Pick the date of the interview. If interviews are conducted over several days, you will have to redo the **Add Time Slots** step as many times as needed.

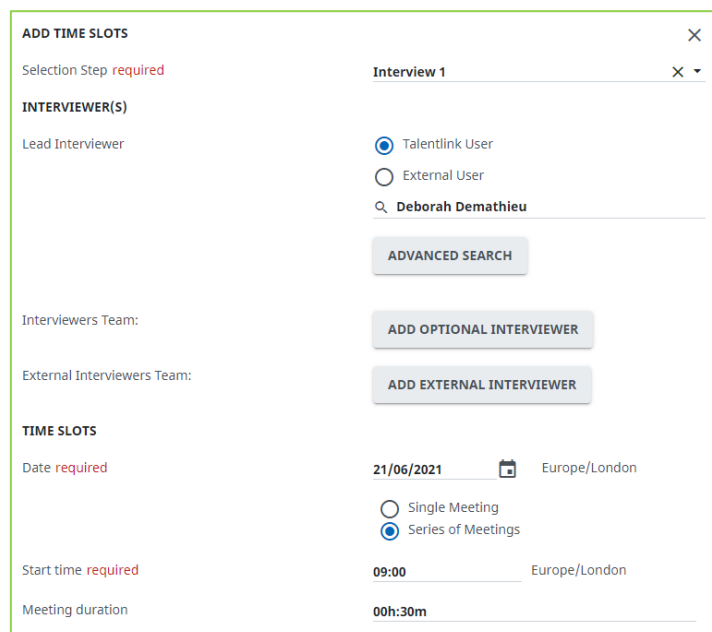
Make sure to tick **Series of Meetings** so you can invite multiple candidates at once.

Number of meetings: Add the numbers of candidates to interview. Click the **Tab** key on your keyboard. The end time will be automatically populated.

Number of concurrent slots: Leave as 1.

Location: Click on **Standard location** for interviews on campus. When organising a remote interview, click on **One time location** and enter the name of the software used (Microsoft Teams, Zoom...) in the Location Title field.

Click **Save**.

A screenshot of the 'ADD TIME SLOTS' pop-up form. The form has a title bar 'ADD TIME SLOTS' with a close button. Below the title bar, there are several sections: 'Selection Step' with a dropdown menu set to 'Interview 1'; 'INTERVIEWER(S)' section with 'Lead Interviewer' and a search for 'Deborah Demathieu' (selected as 'Talentlink User'); 'Interviewers Team' and 'External Interviewers Team' sections with buttons for 'ADD OPTIONAL INTERVIEWER' and 'ADD EXTERNAL INTERVIEWER'; 'TIME SLOTS' section with 'Date' set to '21/06/2021' and 'Europe/London', 'Start time' set to '09:00' and 'Europe/London', and 'Meeting duration' set to '00h:30m'. The 'Series of Meetings' option is selected under the meeting type.

ADD TIME SLOTS ✕

Start time required

Meeting duration

Pause duration

Number of Meetings

End time required

Number of Concurrent Slots

LOCATION

Standard location
 One time location

Location Title required

Address 1

Address 2

City

Room

Timezone

The interview scheduler is now set up. Should you need to edit a specific time, you can do so by clicking on the **Edit** button. You can also delete a row if the timeslot is not needed anymore.

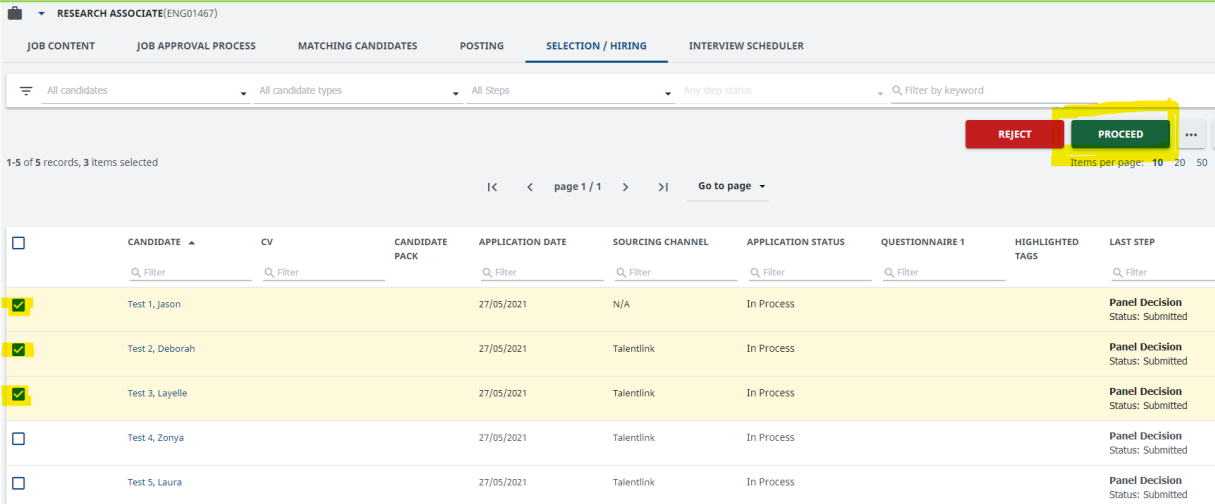
RESEARCH ASSOCIATE(ENG01467)						
JOB CONTENT JOB APPROVAL PROCESS MATCHING CANDIDATES POSTING SELECTION / HIRING <u>INTERVIEW SCHEDULER</u>						
						Grouped By: Date UNGROUP
⚙️ TIME	LEAD INTERVIEWER	INTERVIEWERS TEAM	LOCATION	STEP NAME	CANDIDATE NAME	ACTIONS
21/06/2021						
<input type="checkbox"/> 09:00 - 09:30	Deborah Demathieu		Microsoft Teams	Interview 1	-	
<input type="checkbox"/> 09:40 - 10:10	Deborah Demathieu		Microsoft Teams	Interview 1	-	
<input type="checkbox"/> 10:20 - 10:50	Deborah Demathieu		Microsoft Teams	Interview 1	-	

4. Sending invites

a. When candidates can choose their own time slot

Go to the **Selection/Hiring** tab to see the list of candidates.

Tick the names of the candidates shortlisted and click on **Proceed**.



RESEARCH ASSOCIATE(ENG01467)

JOB CONTENT JOB APPROVAL PROCESS MATCHING CANDIDATES POSTING **SELECTION / HIRING** INTERVIEW SCHEDULER

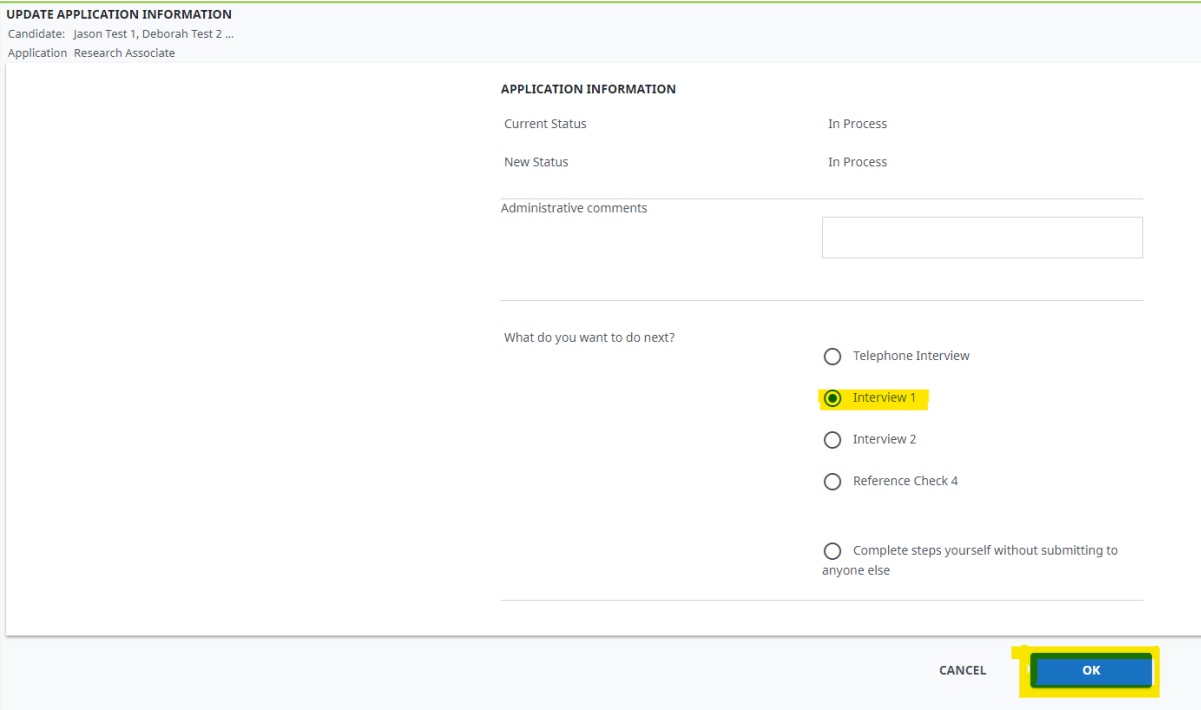
All candidates All candidate types All Steps Any step status Q Filter by keyword

1-5 of 5 records, 3 items selected

REJECT **PROCEED** Items per page: 10 20 50

<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	QUESTIONNAIRE 1	HIGHLIGHTED TAGS	LAST STEP
<input checked="" type="checkbox"/>	Test 1, Jason			27/05/2021	N/A	In Process			Panel Decision Status: Submitted
<input checked="" type="checkbox"/>	Test 2, Deborah			27/05/2021	Talentlink	In Process			Panel Decision Status: Submitted
<input checked="" type="checkbox"/>	Test 3, Layelle			27/05/2021	Talentlink	In Process			Panel Decision Status: Submitted
<input type="checkbox"/>	Test 4, Zorya			27/05/2021	Talentlink	In Process			Panel Decision Status: Submitted
<input type="checkbox"/>	Test 5, Laura			27/05/2021	Talentlink	In Process			Panel Decision Status: Submitted

A pop-up opens. Click on **Interview 1** and click **OK**.



UPDATE APPLICATION INFORMATION

Candidate: Jason Test 1, Deborah Test 2 ...

Application: Research Associate

APPLICATION INFORMATION

Current Status: In Process

New Status: In Process

Administrative comments:

What do you want to do next?

Telephone Interview

Interview 1

Interview 2

Reference Check 4

Complete steps yourself without submitting to anyone else

CANCEL **OK**

Another pop-up opens to define the meeting. Four options are listed, but make sure to tick the last option **Invite using Interview Scheduler (e-booking)** so the correct details appear.

Once **Invite using Interview Scheduler (e-booking)** is ticked, the pop-up will list options to notify candidates.

Preview list of slots available for this step: You can click on the arrow next to it to check the times entered in the Interview Scheduler are all correct.

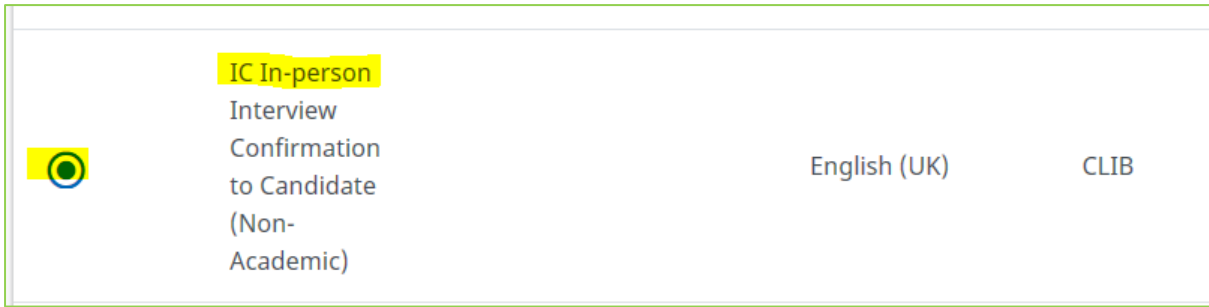
Receive notification: Leave Yes ticked.

Invitation to Candidate: Leave this as is. Talentlink will automatically add a link to the timeslots set up on the Interview Scheduler for the candidate to pick.

Confirmation to Candidate: This is the second email the candidate will receive once they have picked a timeslot. The default template for both Academic and Non-Academic roles is for Video interview.

If the interview will be in person on campus, click on the **pencil** button.

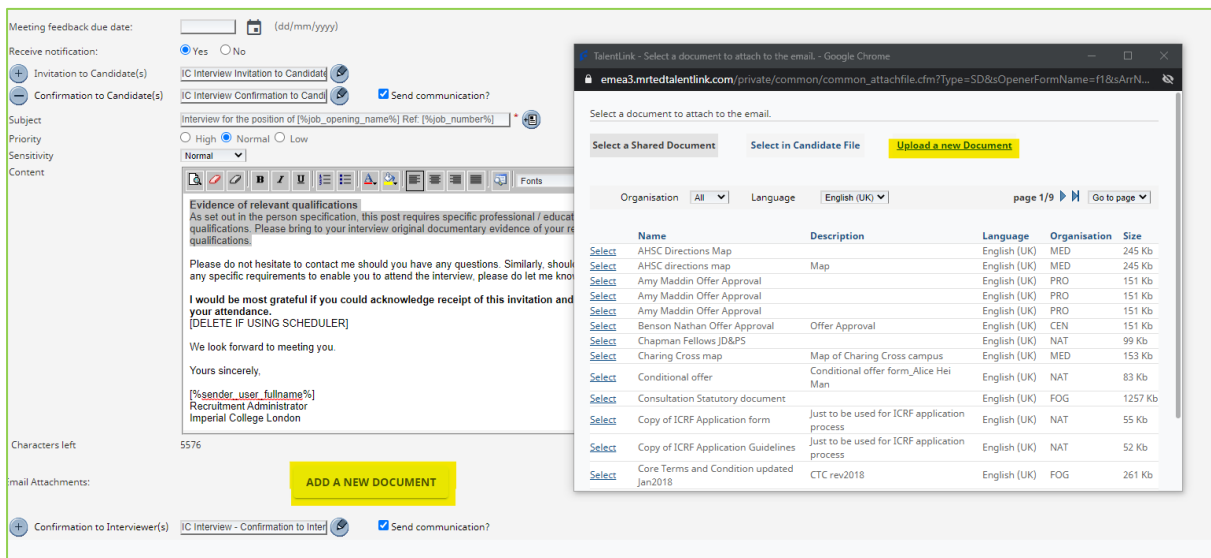
Then search for the template called **IC In-person Interview Confirmation to Candidate (Non-Academic)** or the Academic version if required.



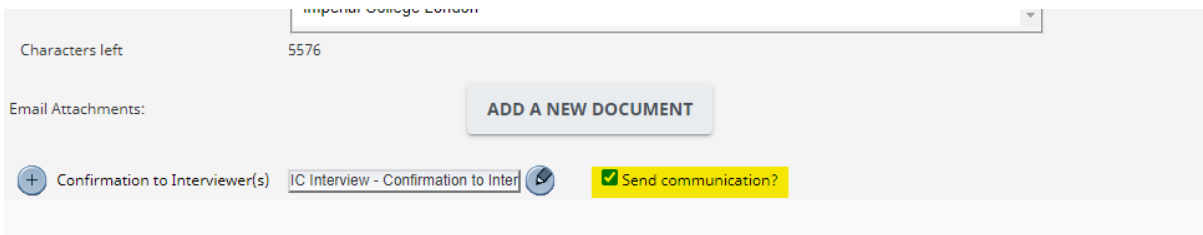
You will need to edit the chosen template with all the required details of the interview.

To do so, click on the + next to Confirmation to Candidate. In the template, all details listed between brackets and percentages [%...%] will be automatically added to match the vacancy and interview times. All other details will need to be edited or deleted as needed.

Email attachments: If you need to send the candidates a specific document, click on **Add a New Document**. A pop-up will open. Click on **Upload a new Document**. Choose the file to upload and click **Save**.

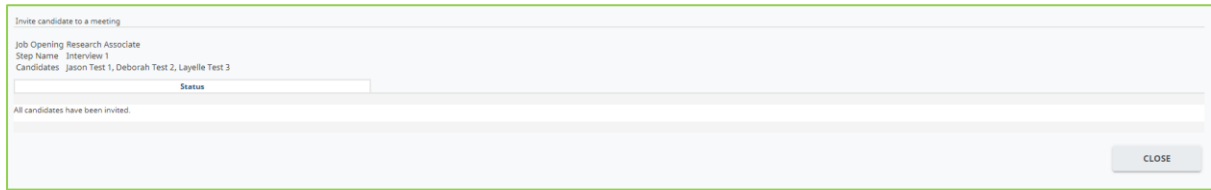


Confirmation to Interviewer(s): If you would like the person listed as Lead Interviewer on the Interview Scheduler to receive an email confirmation each time a candidate accepts a timeslot, leave **Send communication?** ticked. If you would rather check candidates' statuses on Talentlink, **untick Send communication?** to the interviewer.



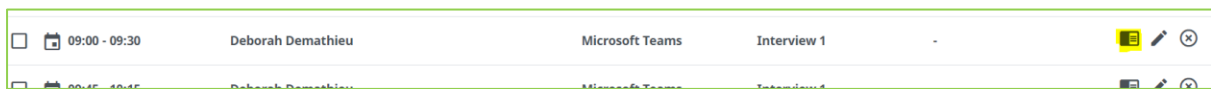
Once you are happy with the template to send to candidates, click **Submit**.

An automated message from the system will let you know once all candidates have been invited.



b. Candidates are linked to a specific time slot

On the **Interview Scheduler** tab, click on **Invite** (the notebook icon) next to the first time slot.



A pop-up opens. It will show the date and time of the interview.

Candidate: Pick the candidate to be invited for that specific time slot from the dropdown.

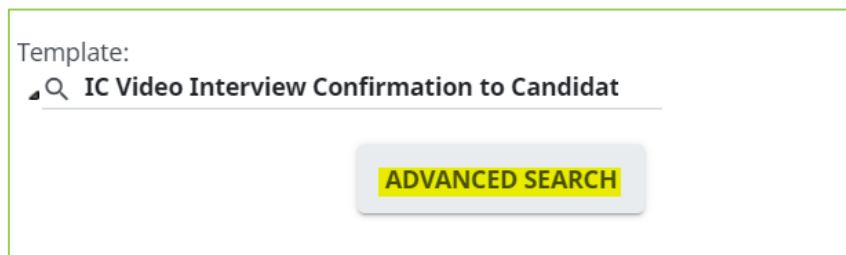
Meeting feedback due date: Leave blank.











Receive notification: Leave **Yes** and **Send Confirmation to Candidate(s)** ticked.

Template: Click on small arrow next to IC Interview Confirmation to Candidate to see the template and edit it as necessary.

As the candidate will not pick their own timeslot, they will have to confirm their attendance via email, so make sure to leave “I would be most grateful if you could acknowledge receipt of this invitation and confirm your attendance.” at the bottom of the template so they email you.

If you require to send a different interview template, click on **Advanced Search** to find it.



COMMUNICATION TEMPLATES			
<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> SEARCH CLEAR CLOSE </div>			
ACTION	NAME	DESCRIPTION	LANGUAGE
 	IC Contract email		Email sent to can
 	IC Diversity Questionnaire		Diversity Questio
 	IC Diversity Questionnaire - Casual Worker process		Diversity Questio
 	IC In-person Interview Confirmation to Candidate (Academic)		
 	IC In-person Interview Confirmation to Candidate (Non-Academic)		

Pick from the four options currently used:

IC Video Interview Confirmation to Candidate - Academic/Non Academic

IC In-person Interview Confirmation to Candidate - Academic /Non Academic

Send Confirmation to Interviewer(s): If left ticked, the Lead Interviewer will receive an email once you send the invite. It is advised to untick it so as not to create confusion as candidates will have to confirm their attendance via email.

INVITE CANDIDATE ✕

Date: **26/07/2021, 09:00 - 09:30**
 Interviewer: **Deborah Demathieu**
 Location: **Microsoft Teams**
 Step: **Interview 1**

Candidate required Zonya Test 4 ✕ ▾

Meeting feedback due date 📅

Receive notification
 Yes
 No

Send Confirmation to Candidate(s)

Template:
 ▾ IC Interview Confirmation to Candidate (Non-Academic)

Send Confirmation to Interviewer(s)

CANCEL
SEND

Click **Send**. The name of the candidate will appear next to the chosen slot on the Interview Scheduler.

5. Checking candidates' replies

To see candidates who have picked a time slot, go to the **Interview Scheduler** tab:

TIME	LEAD INTERVIEWER	INTERVIEWERS TEAM	LOCATION	STEP NAME	CANDIDATE NAME	ACTIONS
21/06/2021						
09:00 - 09:30	Deborah Demathieu		Microsoft Teams	Interview 1	Jason Test 1 »	
09:40 - 10:10	Deborah Demathieu		Microsoft Teams	Interview 1	-	
10:20 - 10:50	Deborah Demathieu		Microsoft Teams	Interview 1	Deborah Test 2 »	

If not all candidates have accepted a timeslot, go to the **Selection/Hiring** tab to see if some candidates might have declined their interview.

You will see the status of their interview in the *Last Step* Column (If you do not see a *Last Step* column on your screen, check [Appendix 1](#) to learn how to add it)

	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	QUESTIONNAIRE 1	HIGHLIGHTED TAGS	LAST STEP
<input type="checkbox"/>	Test 1, Jason			27/05/2021	N/A	In Process			Interview 1 21/06/2021 09:00 Status: Meeting Confirmed
<input type="checkbox"/>	Test 2, Deborah			27/05/2021	Talentlink	In Process			Interview 1 21/06/2021 10:20 Status: Meeting Confirmed
<input type="checkbox"/>	Test 3, Layelle			27/05/2021	Talentlink	In Process			Interview 1 Status: Invitation Declined

The statuses will either be:

- “Meeting confirmed” if the candidate has picked a timeslot
- “Invitation sent” if the candidate hasn’t replied
- “Invitation Declined”. To learn more, click on the candidate’s name, and check the **Interview 1 step** to see if they have written a message when declining the interview.

Interview 1	Invitation Declined Candidates message I am unavailbe on that day due to a conference, but would be happy to interview on the 22nd if possible. 02/06/2021 06:46 Europe/London Created By Demathieu Deborah Interview for the position of Research Associ...
Interview 2	(Unassigned)

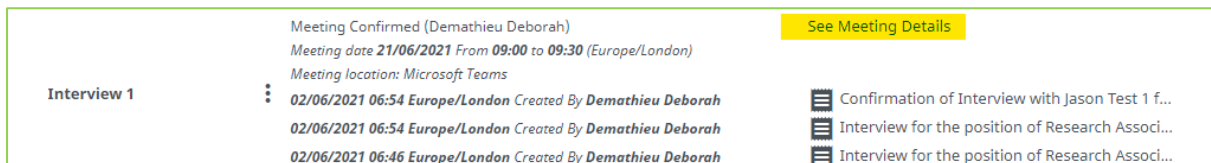
See the section below [\(6\)](#) on how to edit invitations if the candidate cannot make the original time.

6. Editing invites

a. Candidate needs to cancel their interview

Click on the candidate's name.

In *Selection Steps*, go to Interview 1 and click on **See Meeting Details**.



Meeting Confirmed (Demathieu Deborah)
Meeting date 21/06/2021 From 09:00 to 09:30 (Europe/London)
Meeting location: Microsoft Teams

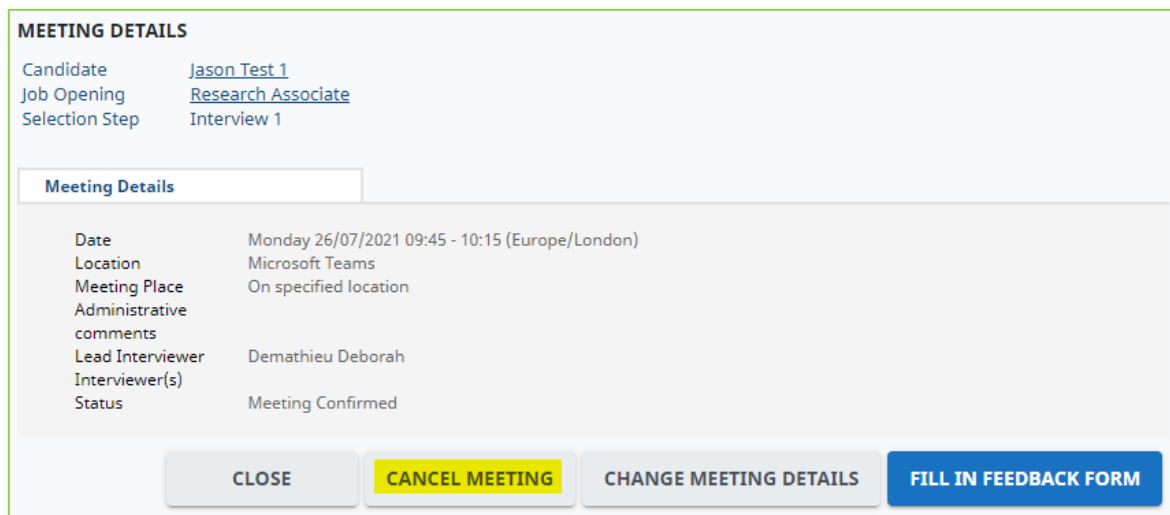
Interview 1

- 02/06/2021 06:54 Europe/London Created By Demathieu Deborah
- 02/06/2021 06:54 Europe/London Created By Demathieu Deborah
- 02/06/2021 06:46 Europe/London Created By Demathieu Deborah

See Meeting Details

- Confirmation of Interview with Jason Test 1 f...
- Interview for the position of Research Associ...
- Interview for the position of Research Associ...

Click on **Cancel Meeting**.



MEETING DETAILS

Candidate [Jason Test 1](#)
Job Opening [Research Associate](#)
Selection Step Interview 1

Meeting Details

Date Monday 26/07/2021 09:45 - 10:15 (Europe/London)
Location Microsoft Teams
Meeting Place On specified location
Administrative comments
Lead Interviewer Demathieu Deborah
Interviewer(s)
Status Meeting Confirmed

CLOSE CANCEL MEETING CHANGE MEETING DETAILS FILL IN FEEDBACK FORM

Another pop-up opens. Make sure that Send Communication? for Cancellation to Candidate is ticked.

Click Save. The candidate is no longer listed on the Interview Scheduler and their timeslot is available.

Remember to update the candidate's Application Status to *Withdrawn* and pick the correct Reason for Change.

b. Candidate needs to move the time of their interview

Click on the candidate's name.

In *Selection Steps*, go to Interview 1 and click on **See Meeting Details**.

Meeting Confirmed (Demathieu Deborah)
 Meeting date 21/06/2021 From 09:00 to 09:30 (Europe/London)
 Meeting location: Microsoft Teams

Interview 1

- 02/06/2021 06:54 Europe/London Created By Demathieu Deborah
- 02/06/2021 06:54 Europe/London Created By Demathieu Deborah
- 02/06/2021 06:46 Europe/London Created By Demathieu Deborah

[See Meeting Details](#)

- Confirmation of Interview with Jason Test 1 f...
- Interview for the position of Research Associ...
- Interview for the position of Research Associ...

A pop-up opens. Click on **Change Meeting Details**.

MEETING DETAILS

Candidate [Jason Test 1](#)
 Job Opening [Research Associate](#)
 Selection Step Interview 1

Meeting Details

Date Monday 21/06/2021 09:00 - 09:30 (Europe/London)
 Location Microsoft Teams
 Meeting Place On specified location
 Administrative comments
 Lead Interviewer Demathieu Deborah
 Interviewer(s)
 Status Meeting Confirmed

[CLOSE](#) [CANCEL MEETING](#) [CHANGE MEETING DETAILS](#) [FILL IN FEEDBACK FORM](#)

A pop-up opens. Tick the new timeslot required.

Confirmations can be sent to the candidate and/or the Lead Interviewer. If required, then tick those two options and edit the template to the candidate as required.

Define meeting date

Candidate Jason Test 1
 Job Opening Research Associate
 Selection Step Interview 1

Grouped By: Date | Ungroup

Date	Time	Lead Interviewer	Interviewers Team	Location
21/06/2021	09:00 - 09:30	Deborah Demathieu		Microsoft Teams
	09:45 - 10:15	Deborah Demathieu		Microsoft Teams
	10:30 - 11:00	Deborah Demathieu		Microsoft Teams

1 - 3 of 3 record(s)

Meeting feedback due date

Receive notification Yes No

Send Confirmation to Candidate(s)
 Template: IC Interview Confirmation to Candidate (Non-Academic)

Send Confirmation to Interviewer(s)
 Template: IC Interview - Confirmation to Interviewer

[CLOSE](#) [SEND](#)

Click **Send**. The candidate will have moved to their new timeslot on the Interview Scheduler.

c. Candidate declined the original invite, but is available for another time


As the candidate has rejected their Interview 1, they will need to be invited to Interview 2.

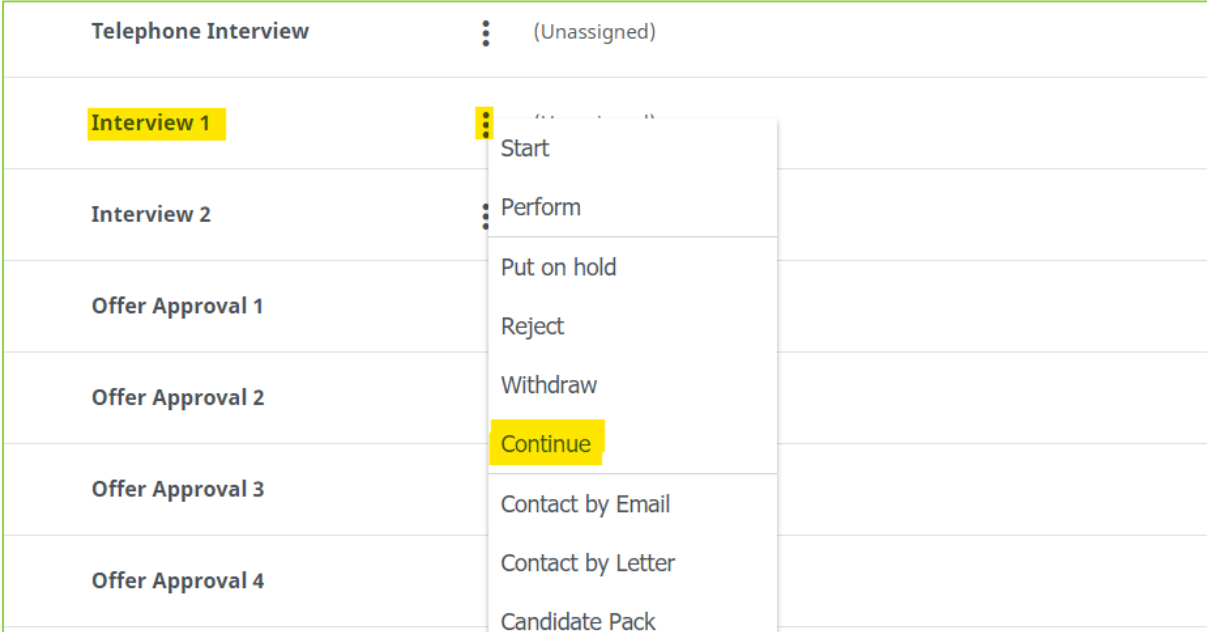
To do so, create a new timeslot in the Interview Scheduler ([see section 3](#)). For Selection Step, pick **Interview 2**.

You can then invite the candidate directly to the timeslot ([see section 4b](#)).

7. How to add candidates to Interview Step without sending any emails

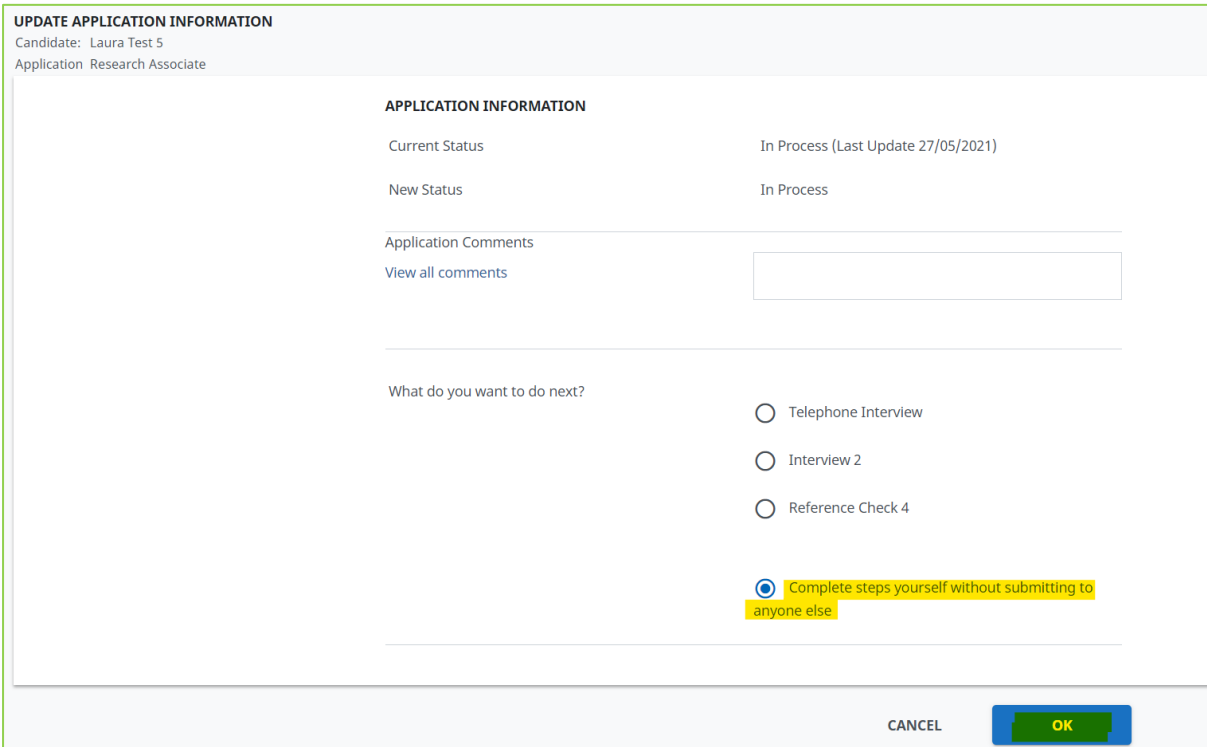
Go to the Selection/Hiring tab and click on the candidate's name.

Go to the Interview 1 step. Click on  and select Continue in the drop down menu.



The screenshot shows a table of interview steps for a candidate. The first step, 'Interview 1', is highlighted in yellow. A dropdown menu is open for this step, listing several actions: Start, Perform, Put on hold, Reject, Withdraw, Continue (highlighted in yellow), Contact by Email, Contact by Letter, and Candidate Pack. The table header shows 'Telephone Interview' and '(Unassigned)'. Other steps listed include Interview 2, Offer Approval 1, Offer Approval 2, Offer Approval 3, and Offer Approval 4.

A pop-up will open. Click on Complete steps yourself without submitting to anyone else and click Okay.



The screenshot shows a pop-up window titled 'UPDATE APPLICATION INFORMATION'. It contains the following information:

- Candidate: Laura Test 5
- Application: Research Associate
- APPLICATION INFORMATION**
- Current Status: In Process (Last Update 27/05/2021)
- New Status: In Process
- Application Comments: View all comments (with a text input field)
- What do you want to do next? (with radio buttons for Telephone Interview, Interview 2, Reference Check 4, and **Complete steps yourself without submitting to anyone else** (highlighted in yellow))

At the bottom right, there are 'CANCEL' and 'OK' buttons.

The candidate's Interview 1 step will now be marked as Closed on the system:

Telephone Interview	⋮	(Unassigned)
 Interview 1		Closed (Demathieu Deborah) Decision: Proceed
Interview 2	⋮	(Unassigned)
Offer Letter 1		(Unassigned)

8. Rejecting candidates

Candidates who are not shortlisted for interview should be sent a rejection email in a timely manner. To do so:

Click on **Selection/Hiring** and tick the candidates that need to be rejected.

Click on **Reject**.

	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	QUESTIONNAIRE 1	HIGHLIGHTED TAGS	LAST STEP
<input type="checkbox"/>	Test 1, Jason			27/05/2021	N/A	In Process			Interview 1 Status: Meeting Cancelled
<input type="checkbox"/>	Test 2, Deborah			27/05/2021	Talentlink	In Process			Interview 1 26/07/2021 09:00 Status: Meeting Confirmed
<input type="checkbox"/>	Test 3, Layelle			27/05/2021	Talentlink	In Process			Interview 1 Status: Invitation Declined
<input checked="" type="checkbox"/>	Test 4, Zonya			27/05/2021	Talentlink	In Process			Panel Decision Status: Closed
<input checked="" type="checkbox"/>	Test 5, Laura			08/07/2021	Talentlink	In Process			Panel Decision Status: Submitted

A new pop-up opens.

In Select Next Action, click on **Contact Candidate by Email**.

Click **OK**.

REJECT APPLICATION
Candidate: Zonya Test 4, Laura Test 5
Application: Research Associate

APPLICATION INFORMATION

Reason of Rejection: Please select

Administrative comments:

SELECT NEXT ACTION

Do you want to contact candidates?

Contact Candidate by Email

Contact Candidate by Letter

Do not contact

Do you want to link candidates to your talentpool?

Link to Pool


Link to job

Another pop-up opens. Pick the correct email template to send to the rejected candidates.
When rejecting candidates who have not been shortlisted, use: *IC Regret after Shortlisting*.
When rejecting candidates who have been interviewed, use: *IC Regret after Interview 1*.
Click **Send**.

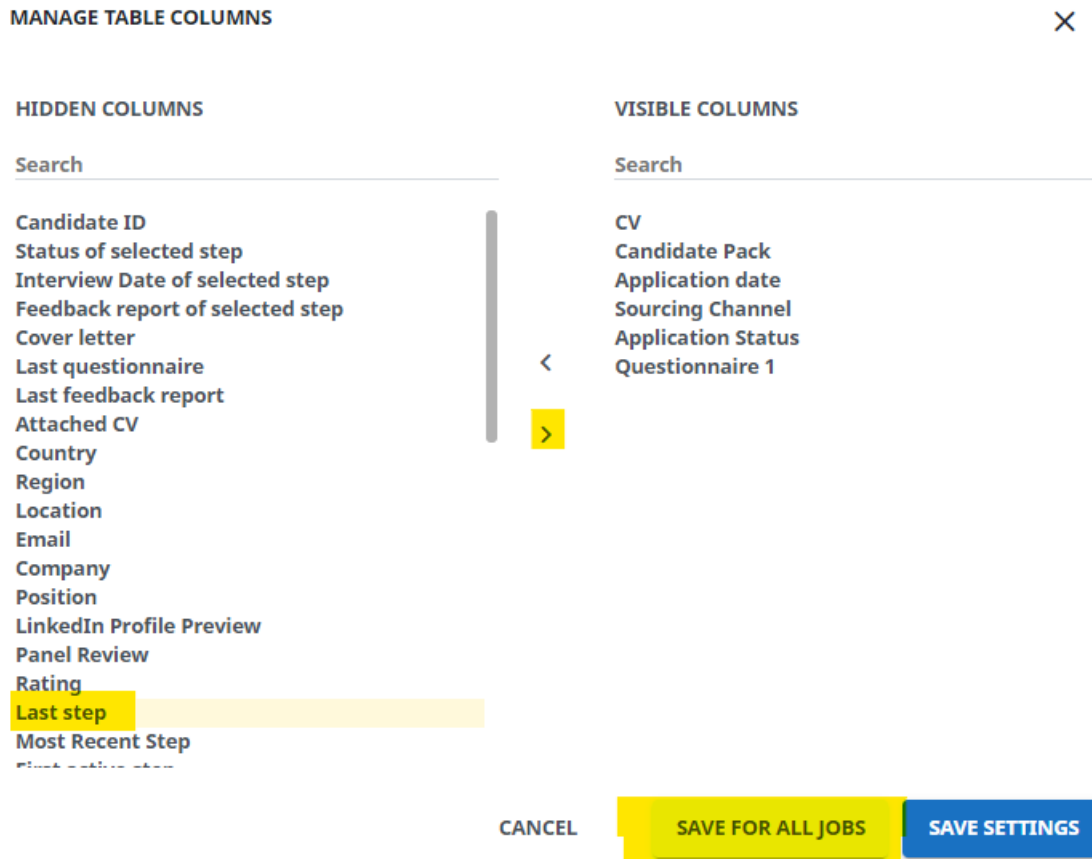
The screenshot shows a configuration form for an email template. At the top, it says 'Use an Email Template' with a dropdown menu set to 'IC Regret after Shortlisting'. Below this, the 'Subject' field is required and contains the text 'Application for the position of [%job_opening_name%]', with an 'ADD MERGE FIELDS' button. The 'Priority' section has three radio buttons: 'High', 'Normal' (which is selected), and 'Low'. The 'Sensitivity' is set to 'Normal'. There is an 'EDIT MESSAGE' button for the message content. The 'Associated Form' section has a 'Select Questionnaire' dropdown and an 'ASSOCIATED FORM' button. A checkbox for 'Save Email in candidate history' is checked. The 'Email language' is set to 'English (UK)'. The 'Delay for sending' is set to '0 Days, Send on 08/07/2021'. At the bottom right, there are 'CANCEL' and 'SEND' buttons.

Appendix 1: Adding a Last Step column to the list of candidates.

Go to Selection/Hiring.

Click on . In Hidden Columns, click on **Last Step** and click on **>**.

Click on **Save for All Jobs**.



MANAGE TABLE COLUMNS ×

HIDDEN COLUMNS	VISIBLE COLUMNS
Search	Search
Candidate ID	CV
Status of selected step	Candidate Pack
Interview Date of selected step	Application date
Feedback report of selected step	Sourcing Channel
Cover letter	Application Status
Last questionnaire	Questionnaire 1
Last feedback report	
Attached CV	
Country	
Region	
Location	
Email	
Company	
Position	
LinkedIn Profile Preview	
Panel Review	
Rating	
Last step	
Most Recent Step	
Most Active Step	

< >

CANCEL **SAVE FOR ALL JOBS** SAVE SETTINGS