

## Interview Scheduler FAQs

Q1) Who do I contact to implement the interview scheduler?

The Resourcing administrator assigned to your competition will liaise with you directly in relation to the interview date and time and can advise on the implementation of the interview scheduler or any related queries.

Q2) Can the interview scheduler accommodate morning/afternoon breaks or even lunch breaks?

Yes breaks can be factored into the scheduler. If you have a particular schedule in mind please contact the Resourcing administrator to arrange. You may wish to also factor in a standard lead time (5 or 10 minutes for example) before each interview to facilitate the changeover in candidates.

Q3) I plan to interview over multiple days/weeks how is this captured in the system?

If you are interviewing over multiple days or even across weeks (interviews on a Friday one week Monday the other etc.) this can be accommodated in the system. All interview dates will be entered into the system and candidates can select their timeslot on a first come first served basis.

Q4) Can I determine the candidate order?

Yes you can also assign candidates particular times. The system can allow candidates to self-select a time or a timeslot can be assigned provisionally (subject to the candidate's availability). If you have a particular schedule in mind please liaise with the Resourcing administrator as this decision must be made upfront. For example, the hiring manager can assign a fixed running order for the internal candidates while allowing the external candidates to select any of the remaining timeslots on a first come first served basis.

Q5) Can the system accommodate separate presentations and interviews?

Yes the system can accommodate presentations and interviews. The details and timing of each would need to be discussed with the Resourcing administrator.

Q6) What happens if a candidate withdraws, does not select a time or there are gaps in the schedule?

The Resourcing administrator will update the applicant status if a candidate withdraws from the competition. The administrator will then review the schedule to close gaps in the schedule where possible.

Q7) What happens if the Board has to revise the schedule?

Candidates are advised at the point of timeslot selection that Resourcing will contact them in the event their timeslot has to be changed.

Q8) I can view the status “Invite to Interview (Scheduler)” beside an applicant’s name in the Interviews tab what does this mean?

This means that the candidate has accepted their invitation to interview via the scheduler and have confirmed their attendance at the time indicated in the system.

Q9) How do I know what is the final schedule?

The Resourcing administrator will be actively monitoring the schedule, changing statuses if candidates withdraw and attempting to close gaps as they arise in the schedule by contacting candidates to ascertain their availability. The times indicated in the system are therefore the final times unless the Resourcing administrator advises otherwise. These times can be exported by the Board directly into Excel. The times indicated in the system will now replace soft copies of the schedule that were previously manually circulated.

Q10) Is the Interview scheduler compatible with Zoom/online interviews?

Yes the Board will need to provide the links as normal and Resourcing will administer the process.