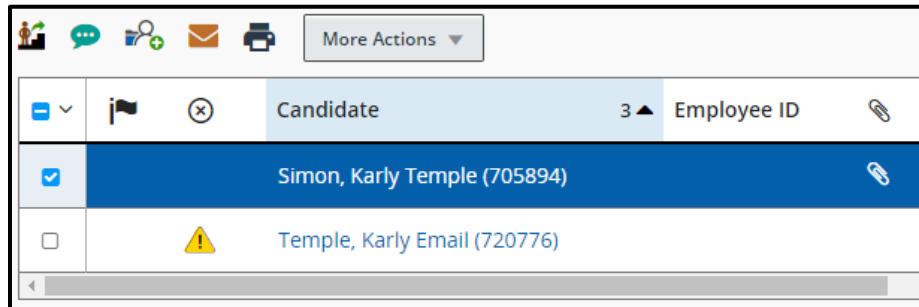


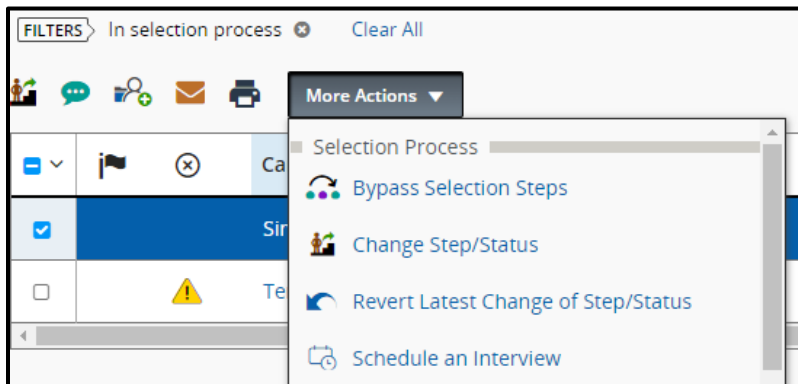
Scheduling an Interview

The **Schedule an Interview** feature is used to send interview participants a calendar invitation for the interview. You can include the invitation's location – a physical or virtual location (Zoom hyperlink), candidate submission file, requisition information, and interview participants.

1. Ensure all candidates you wish to interview are in the Step/Status of **Interviews: Interview Scheduled**.
2. From the candidate list within the requisition, **check off** the candidate you wish to schedule an interview with.



3. Go to **More Actions** and select **Schedule an Interview**.



4. Fill in the appropriate fields in the new window. Most of these will be auto-populated with information. You can make edits to any field. Select **Next** when done.
 - a. Subject
 - b. Organizer (this should be left as your own name)
 - c. Location (this can be a physical location or virtual location)
 - d. Start and End date and times
 - e. Default Time Zone (do not change, should reflect Eastern Time)
 - f. Reminder

1 Interview Properties

2 Interviewers & Message

3 Review & Submit

Language: English

Subject: Interview for the position of Research Scientist at Temple University (20000290)

Date: December 1, 2020, 3:30 PM Eastern Time (UTC -05:00)

Organizer: Simon Karly

Location:

Duration: 30 minutes

Remind interviewers prior to meeting: 15 minutes

Cancel Next

5. Next, choose **Select Interviewers** to add your interview participants.

Taleo Tip: The individuals you add must have Taleo access to receive the interview notification from Taleo.

1 Interview Properties

2 Interviewers & Message

3 Review & Submit

1 Interviewers **Select Interviewers**

Invitation Invite the Candidate (Simon Karly) **Preview Print**

Select interview invitation

Interview Notification

Send the candidate file to the attendees (but not to the candidate)

Send the requisition file to the attendees (but not to the candidate)

Notes

2 Update Candidate progression Status

Currently in: Step Interviews Status Interview Scheduled

Change to: Step Interviews Status Interview Scheduled

Reaching a status marked with an asterisk () completes the step*

6. The **Filters** on the left-hand side of the window will allow you to jump directly to the name or email address of the person you are searching for. Select the checkbox on the left-hand side of the participant's name. Once your participant has been selected, click **Select Interviewers** to add your participant to the interviewers list.

Interviewers Selector

Select interviewer to proceed. **All (1) Selected (1)**

1 Interviewers are available

FILTERS Name: karyl User Group: All Clear All

<input checked="" type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	Karyl Simon	karyl.simon@temple.edu

Page 1 of 1 (1 of 1 items)

Apply Filters Clear All

Cancel **Select Interviewers**

Taleo Tip: Your interviewer must have Taleo access to be added as a participant.

7. You are able to send a PDF hyperlink of the candidate file or the requisition file to attendees, excluding the candidate. Click **Next** to review the interview invitation.

1 Interviewers Select Interviewers

Karly Simon
karly.simon@temple.edu

Invitation Invite the Candidate (Simon Karly) Preview Print

Select Interview Invitation
Interview Notification

Send the candidate file to the attendees (but not to the candidate)
 Send the requisition file to the attendees (but not to the candidate)

Notes

2 Update Candidate progression Status

Currently in Change to

Step Interviews Status Interview Scheduled → Step Interviews Status Interview Scheduled

Reaching a status marked with an asterisk (*) completes the step

Previous Cancel Next

Taleo Tip: Check off the box for sending an invite to the candidate if you would like them to receive an email with this information. Uncheck the box if you do not want the candidate to receive an email from Taleo.

8. Review your invitation, then select **Submit** to send the invitation.

Interview Properties Interviewers & Message 3 Review & Submit

The following candidate has been scheduled for an interview on Friday, December 18, 2020

Simon Karly
karlys@temple.edu

4:30 PM To 5:00 PM Eastern Time (UTC -05:00)
2152040048

Interviewers
Karly Simon

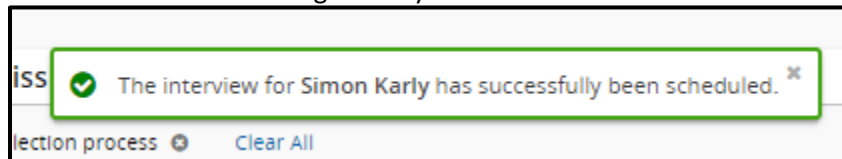
is candidate included in the invitation?
Yes

Interview Template Used
Interview Notification

Candidate will be updated to the status
Interview Scheduled

Previous Cancel Print Submit

9. You will receive the success message once you select **Submit**.

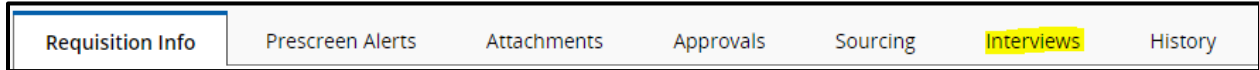


10. Once the interviews are completed, interview evaluation forms should be completed.

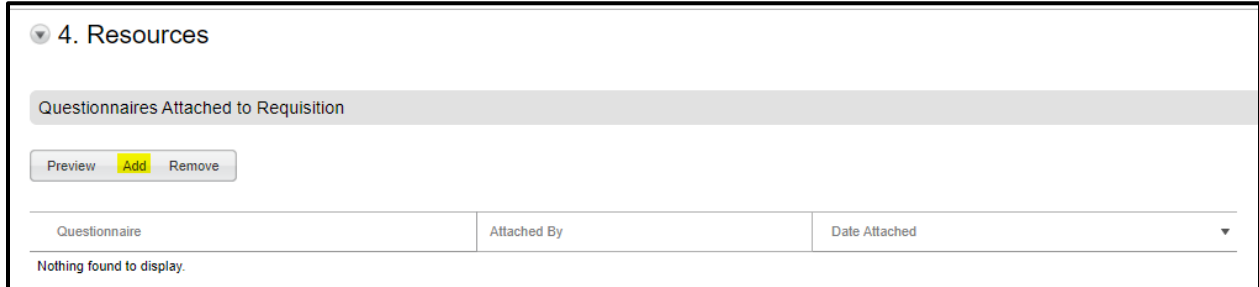
Creating an Interview Evaluation

The electronic **Interview Evaluation** form can be used to send an interview evaluation to the interview participants, excluding the candidate.

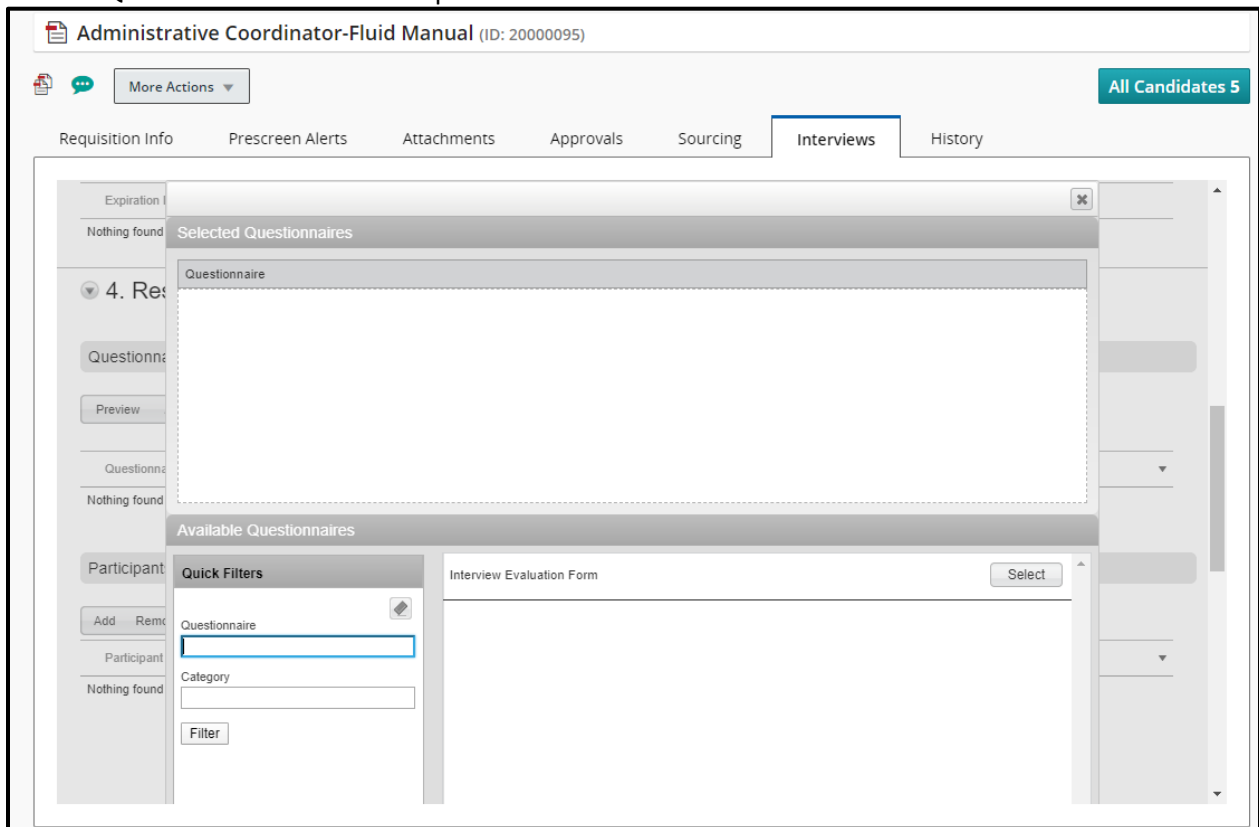
1. Navigate to your requisition.
2. Select the **Interviews** tab of the requisition.



3. Under section **4. Resources** select **Add** below **Questionnaires Attached to Requisition**.

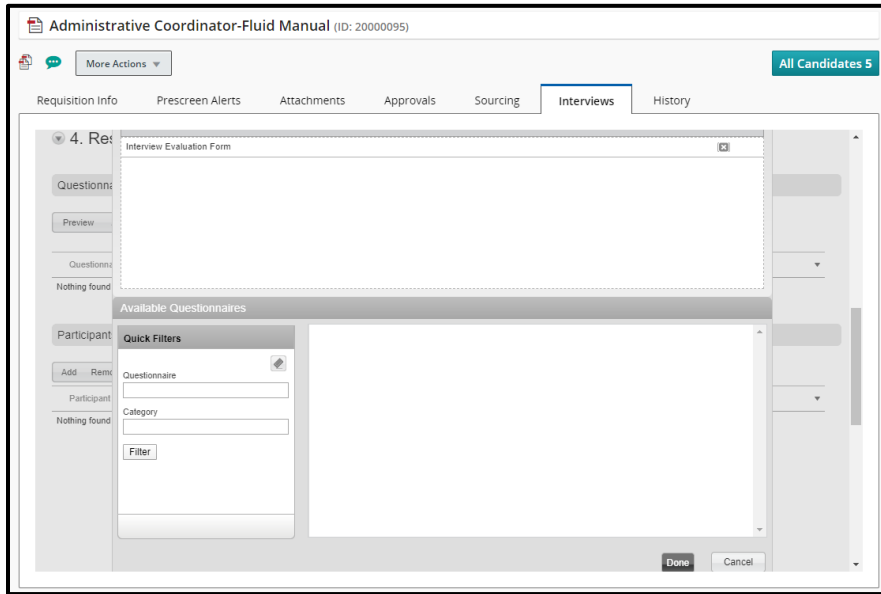


4. Under the **Available Questionnaires** category, click the **Select** button to add the **Interview Evaluation Form** to add the form to the **Questionnaire** section. This will add the form to the **Questionnaire** box at the top of the window.

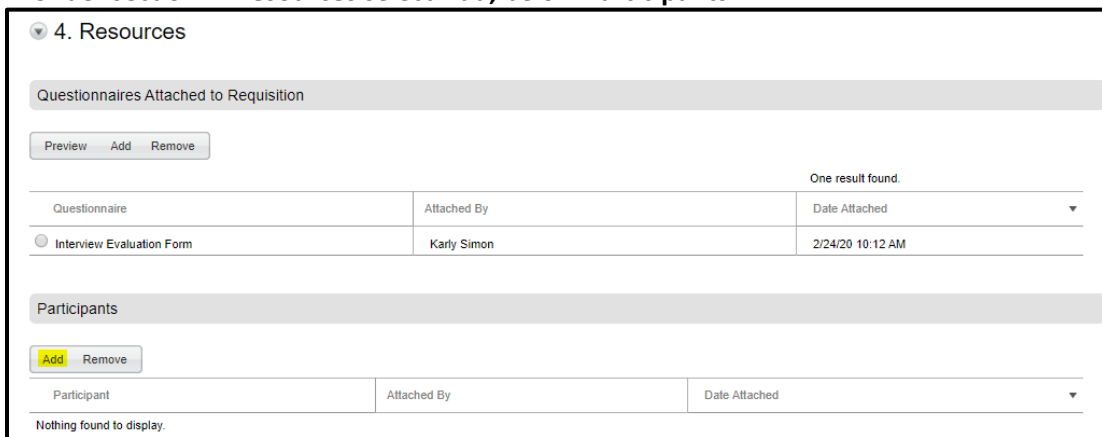




5. Scroll to the bottom of the window to select **Done**.



6. Under section **4. Resources** select **Add**, below **Participants**.



7. Participants to receive an Interview Evaluation form can be added from this window. The external participants section can be used to add people who do not have Taleo user permissions. The internal participants section can be used to add participants who have Taleo user permissions.
 - a. For the upper section, manually type in the first and last name and the email address of your participant. Select **Add** when names are entered.

Taleo Tip: If you do not find the user in the internal participants section, they can be added using the external participants section.

- b. For the internal participants section, use the **Filters** function to jump to the name or email address of your participant. Click **Select** to add a participant to the list.

The screenshot shows the 'Add Participants' window. The top section is 'Add External Participants' with input fields for 'Non-Taleo Participant' (Name), 'Last Name', and 'Email Address', and an 'Add' button. Below this is the 'Select Internal Participants' section. It features a 'Quick Filters' sidebar with fields for Name, Email Address, and Keyword, and a 'Filter' button. The main area is a table with columns for Name and Email Address, containing three entries: Sydnora Simon, Karly Simon, and Kevin Simons, each with a 'Select' button.

8. Select **Done** when all participants are added to your list.

Taleo Tip: You can only add three participants at a time. If you have more than three participants to receive the interview evaluation, you will need to repeat the steps above to add the additional individuals.

The screenshot shows the 'Add Participants' window after adding participants. The 'Selected Participants' section now contains two entries: 'Non-Taleo Participant Name' and 'Karly Simon'. The 'Add External Participants' section is still visible below, but the 'Done' button is highlighted in yellow, indicating it is the next step.

9. Your participants will now show under the **Participants** section.

4. Resources

Questionnaires Attached to Requisition

Preview Add Remove

One result found.

Questionnaire	Attached By	Date Attached
<input checked="" type="radio"/> Interview Evaluation Form	Karly Simon	2/24/20 10:12 AM

Participants

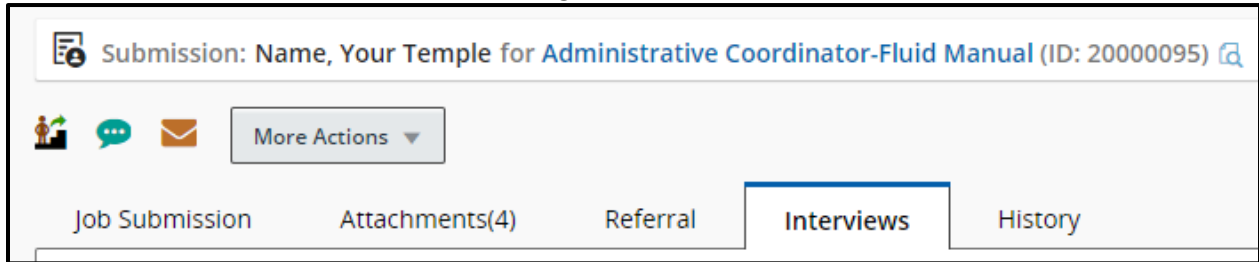
Add Remove

2 found, displaying all.

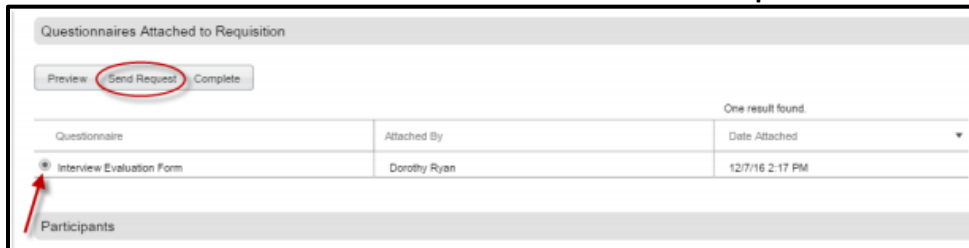
Participant	Attached By	Date Attached
<input checked="" type="radio"/> Karly Simon	Karly Simon	2/24/20 11:01 AM
<input type="radio"/> Non-Taleo Participant Name	Karly Simon	2/24/20 11:01 AM

Sending out and Reviewing Interview Evaluations

1. From the candidate's submission, navigate to the **Interviews** tab.

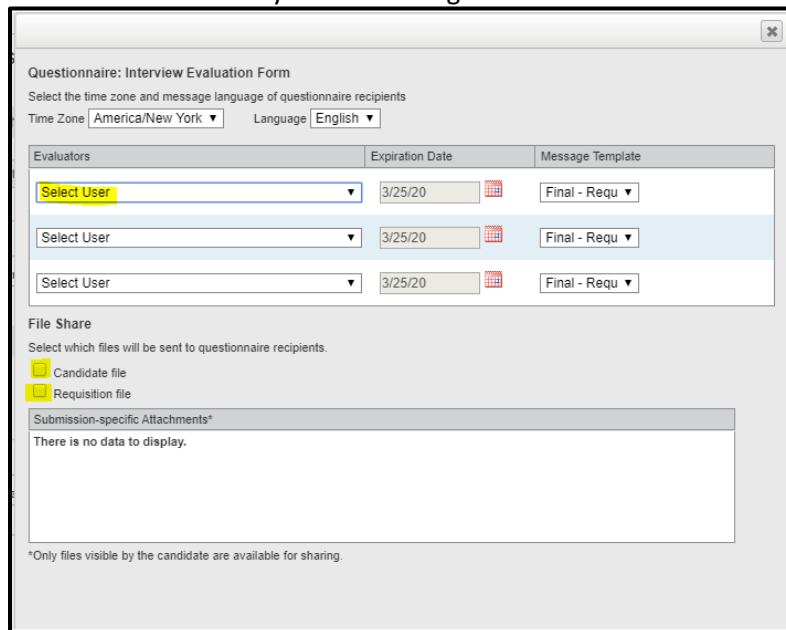


2. Scroll to section **4. Resources** to see **Questionnaires Attached to Requisition**. Select the radio button next to the **Interview Evaluation Form** and select **Send Request**.



3. In the new window, open the **Select User** dropdown to select the participants receiving the interview evaluation. To include the **Candidate file** and **Requisition file**, select the checkboxes below if you wish to share these files with the evaluators.

Taleo Tip: When sending out the interview evaluation form, the candidate's name and requisition information are not included on the form. It is best to include the candidate file and requisition file so the evaluator knows which candidate they are evaluating.



4. Select **Send** when done.

Questionnaire: Interview Evaluation Form

Select the time zone and message language of questionnaire recipients

Time Zone America/New York Language English

Evaluators	Expiration Date	Message Template
Non-Taleo Participant Name <participantemail@ad>	3/25/20	Final - Requ
Karly Simon <karly.simon@temple.edu>	3/25/20	Final - Requ
Select User	3/25/20	Final - Requ

File Share

Select which files will be sent to questionnaire recipients.

Candidate file

Requisition file

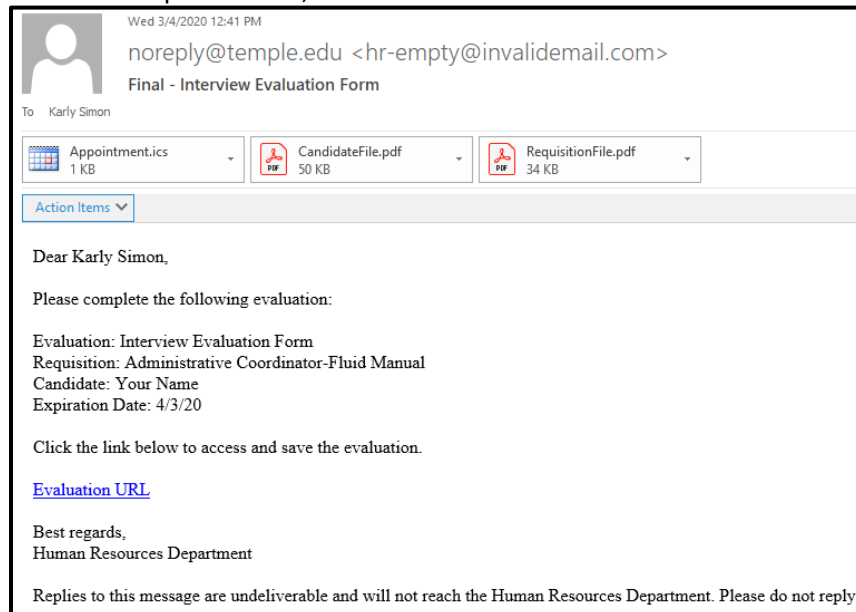
Submission-specific Attachments*

There is no data to display.

*Only files visible by the candidate are available for sharing.

Send Cancel

- Participants will receive an email with a link to complete the evaluation. If you attached the candidate file and requisition file, those items will be included in the email.



- To view completed evaluations, navigate to your candidate's submission. Select the **Interviews** tab and scroll to section **2. Completed Interviews and Evaluations**. You will see a list of all completed evaluations. Select the radio button of the evaluation you wish to review and select **View Results**.

Submission: Name, Your Temple for Administrative Coordinator-Fluid Manual (ID: 20000095)

More Actions

Job Submission Attachments(4) Referral **Interviews** History

1. Interviews and Evaluation Requests

Create Interview Edit Resend View Details Cancel

One result found.

Event Date	Event Type	Details	Participants	Status
4/3/20 11:59 PM (America/New York)	Feedback	Interview Evaluation Form	Non Taleo Participant	Requested

2. Completed Interviews and Evaluations

Completed Evaluation Questionnaires

View Results Remove

One result found.

Completed Date	Event Type	Questionnaire	Participants	Question - Skill Score
3/4/20 12:41 PM	Feedback	Interview Evaluation Form	Katy Simon	0 % - 0 %

7. When you have completed your review, select **Done** to be brought back to the **Interviews** tab.

Submission: Name, Your Temple for Administrative Coordinator-Fluid Manual (ID: 20000095)

More Actions

Job Submission Attachments(4) Referral **Interviews** History

Interview Evaluation Form

Done

Activated Languages: English

Response Display: Document

Avg Question Score: 0%

Avg Skill Score: 0%

* Indicates a response is required.

Questionnaire Information

Instructions

This **Interview Evaluation Report** is a tool to be used to provide feedback to Human Resources regarding interviewed candidates. Please use your best judgment in evaluating the candidate's responses to your questions. Remember to use good listening and note taking skills as the interview progresses. In order to provide guidance to you in evaluating the responses, a table containing rating categories and definitions is provided below. Please familiarize yourself with these definitions prior to the interview. The candidate's responses will be evaluated on a 5-point scale. To assist the interviewer and to provide for consistency, an outline of the rating scale to be used follows.

Rating Category	Standard
Outstanding	Evidence that the candidate has performed similar functions very well or has met even higher performance standards for similar functions. Demonstrated a record of performance exceeding the level required by the job.

Questions

Question	Answer	Weight	Score
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