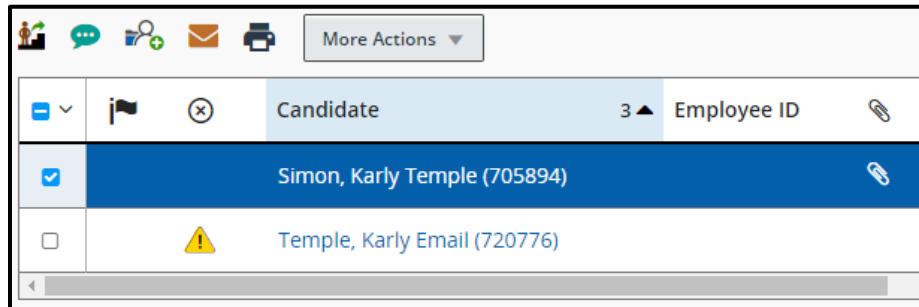# Scheduling an Interview

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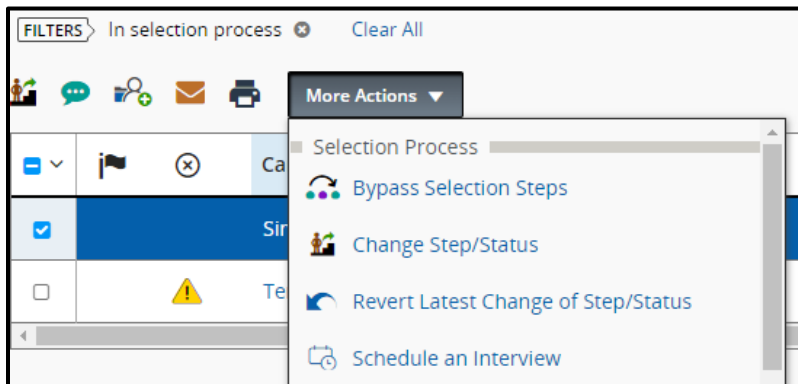
4. Fill in the appropriate fields in the new window. Most of these will be auto-populated with information. You can make edits to any field. Select **Next** when done.
    a. Subject
    b. Organizer (this should be left as your own name)
    c. Location (this can be a physical location or virtual location)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

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.

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.

Taleo@temple.edu
Last updated: 10/31/2023
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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.

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.

9. You will receive the success message once you select **Submit**.
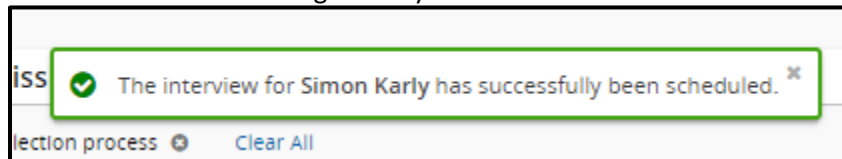
10. Once the interviews are completed, interview evaluation forms should be completed.
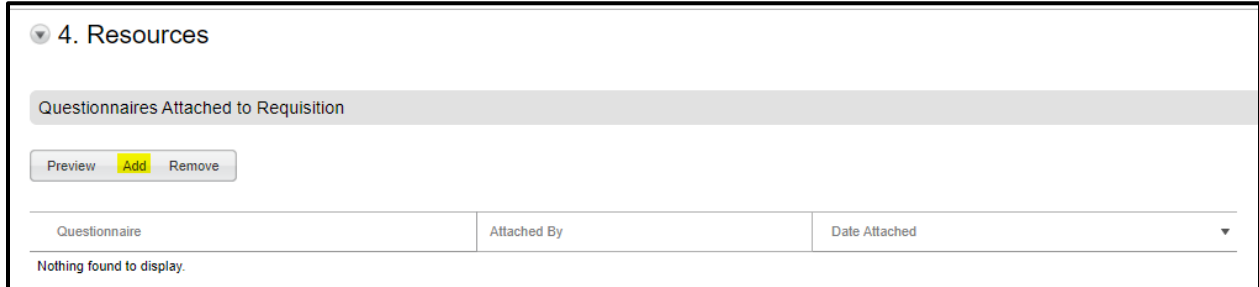
Creating an Interview Evaluation

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.

Requisition Info	Prescreen Alerts	Attachments	Approvals	Sourcing	Interviews	History
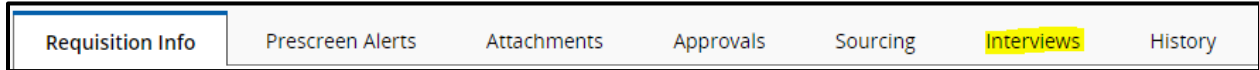
3. Under section **4. Resources** select **Add** below **Questionnaires Attached to Requisition**.
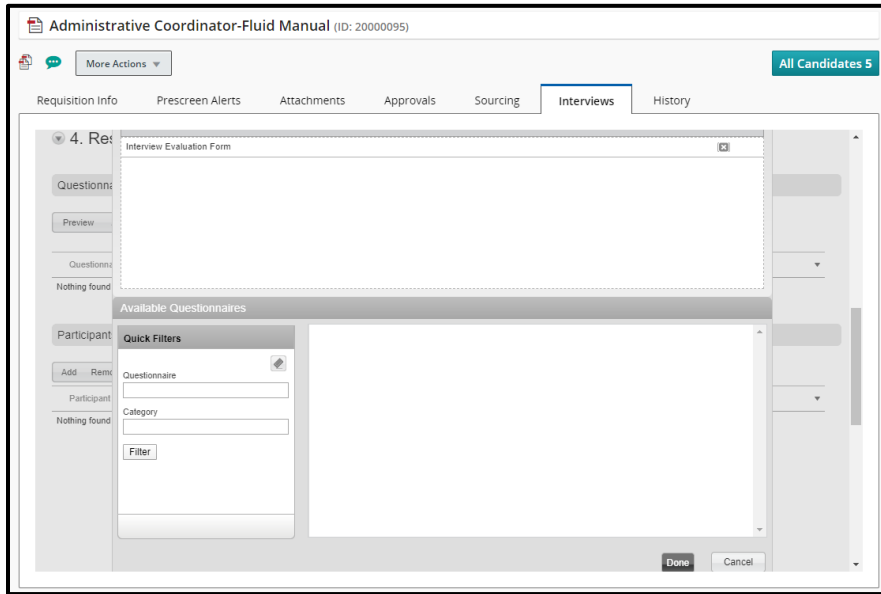

4. Under the **Available Questionnaires** category, click the **Select** button to add the **Interview Evaluation Form** to add the form to the **Questionnaire** section. This will add the form to the **Questionnaire** box at the top of the window.
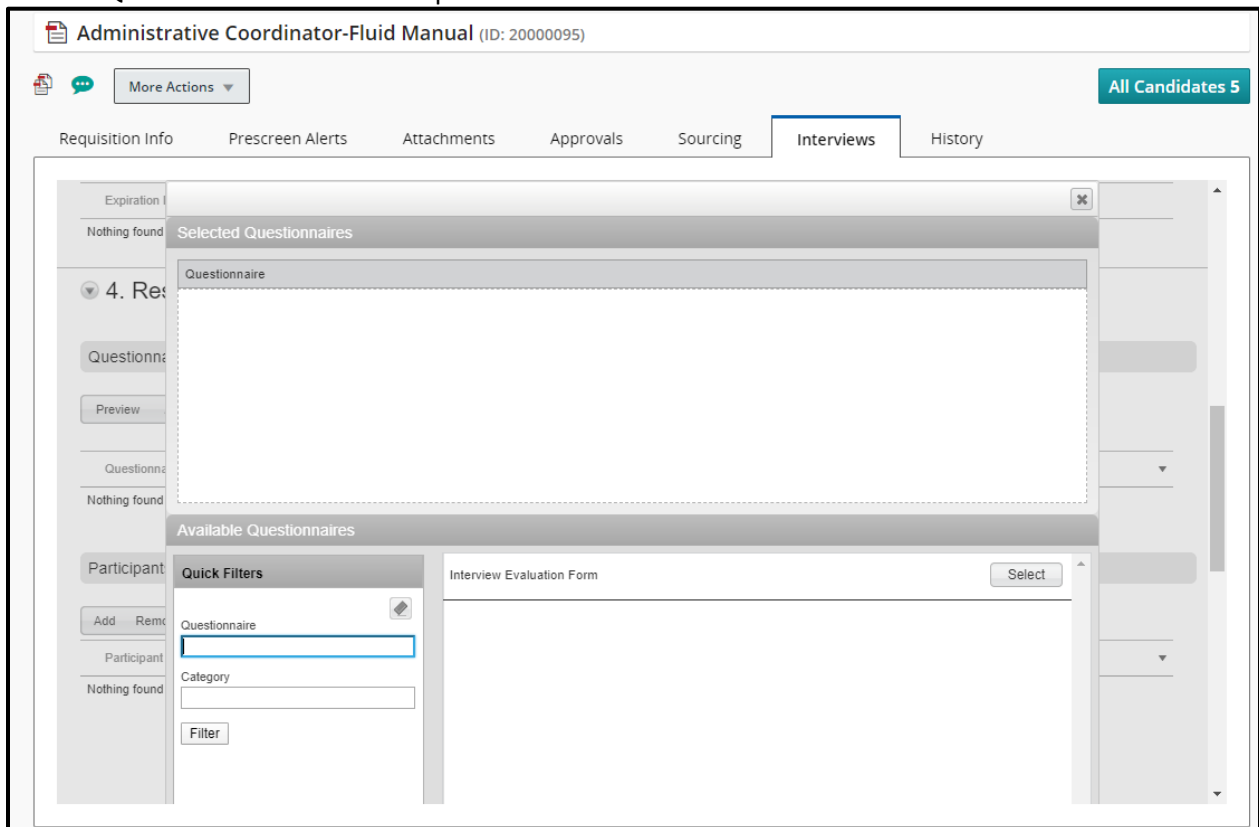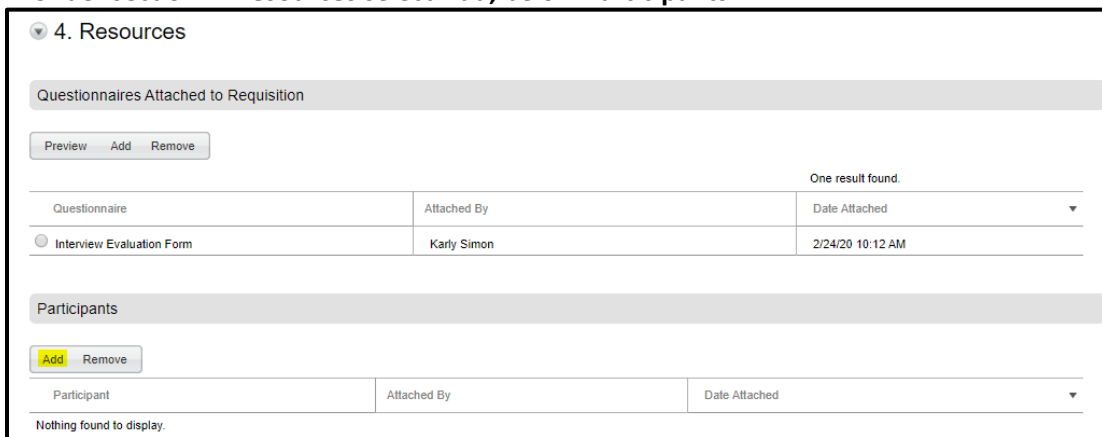
5. Scroll to the bottom of the window to select **Done.**

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.

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.

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 ▼
Interview Evaluation Form	Karly Simon	2/24/20 10:12 AM

Participants

Add   Remove

2 found, displaying all.

Participant	Attached By	Date Attached ▼
Karly Simon	Karly Simon	2/24/20 11:01 AM
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.
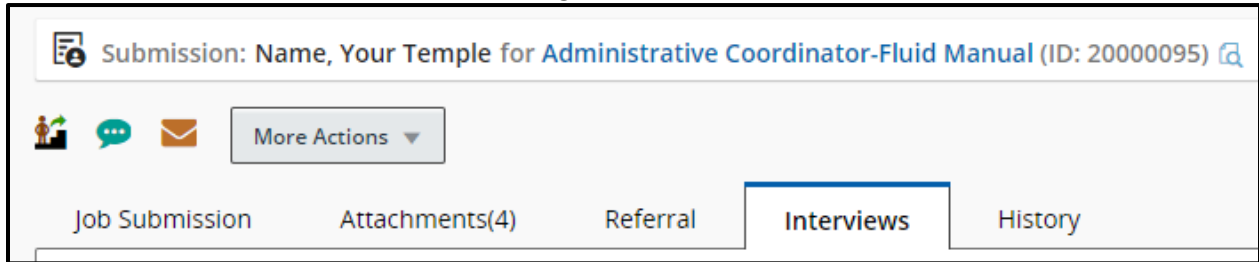
2. Scroll to section **4. Resources** to see **Questionnaires Attached to Requisition**. Select the radio button next to the **Interview Evaluation Form** and select **Send Request**.
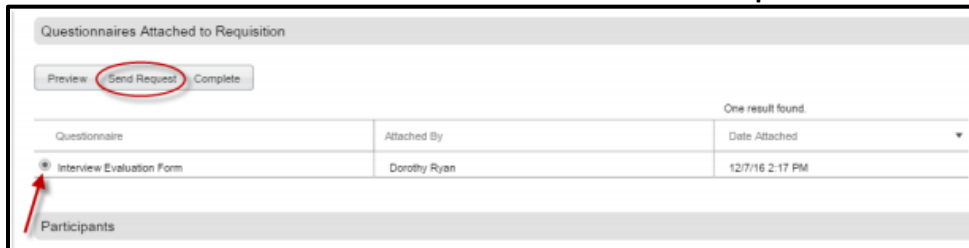
3. In the new window, open the **Select User** dropdown to select the participants receiving the interview evaluation. To include the **Candidate file** and **Requisition file,** select the checkboxes below if you wish to share these files with the evaluators.

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.

5. 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.
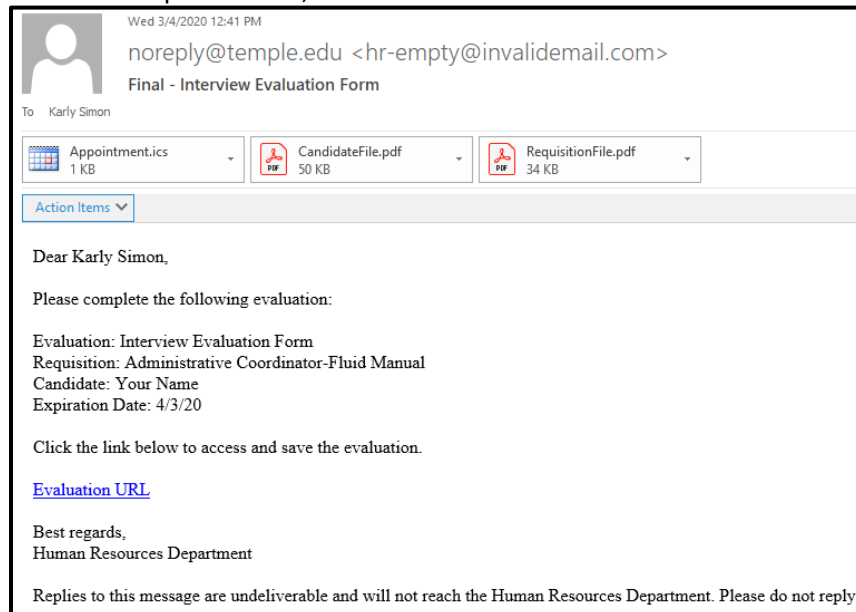
6. To view completed evaluations, navigate to your candidate's submission. Select the **Interviews** tab and scroll to section **2. Completed Interviews and Evaluations**. You will see a list of all completed evaluations. Select the radio button of the evaluation you wish to review and select **View Results**.

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