Scheduling Interviews
Overview

Scheduling interviews through PeopleSoft is an essential step in the Recruit phase of the hiring process. The system’s scheduling function not only ensures timely and efficient communication between job candidates and the search committee members, it also creates an accurate record of the candidate’s recruitment experience with Clemson University.

This document outlines the steps taken by the departmental administrative assistant, the hiring manager or the Human Resources (HR) partner to schedule interviews in PeopleSoft (CUBS) for faculty and staff positions.
Access Interview Schedule

Job interviews are scheduled in the Recruitment section of PeopleSoft. By using PeopleSoft, the scheduler 1) creates an accurate record of the candidate's recruitment experience and 2) ensures that interview invitations are communicated to and marked on the schedules of both the candidate and the interviewers. **Scheduling interviews in PeopleSoft also triggers automatic notification of the remainder of the applicant pool that they were not selected as a candidate for the position.** Timely notification enhances the experience of everyone involved in the hiring process.

Before interviews can be scheduled in PeopleSoft, the hiring manager should do the following:

- Secure tentative interview dates with selected candidates
- Convey list of candidates chosen for interview and tentative interview dates to the selected scheduler

Once the hiring manager, the departmental administrative assistant or the HR partner has the necessary information, he or she is ready to enter the interview schedules in PeopleSoft.

To access an interview schedule in the Recruitment section of PeopleSoft, follow the steps below:

**Step 1:** Enter your **Novell User ID** into PeopleSoft.
**Step 2:** Enter your **Novell Password**.
**Step 3:** Click **Sign In → Sign In**.

Additional Information: You will be directed to the CUBS home page.
Step 4: Select (A) Main Menu, (B) Recruiting then (C) Browse Job Openings.

Step 5: (A) Enter the job opening number in the Search job openings box OR (B) select the **Posting Title** hyperlink to access the job opening.
**Enter Interview Details**

The Manage Job Openings page will display. Included on the page are five tabs: Applicants, Applicant Search, Applicant Screening, Activity & Attachments, and Details.

**Step 1:** Select the **Applicants** tab.
**Step 2:** Select the **Interview icon** for the candidate to be interviewed.

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**Additional Information:** The Interview Schedule page will display; interview details should be entered on this page.

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Continued…
**Step 3:** Enter the (A) Interview Date, (B) Start Time, (C) End Time, (D) Interview Status, (E) Interview Type, and (F) Applicant Response.

**Step 4:** Check (A) Notify Applicant and (B) Notify Interview Team. Candidates will be notified via email of each change in status; scheduling interviews will trigger a status change for all applicants.

**Additional Information:** If entering the schedule after interviews have occurred, do not check either box in Step 4.

**Step 5:** To add multiple interviewers, (A) select Add Interviewer and (B) enter the interviewer’s employee id number.

**Step 6:** Enter the interview location in the Location box in the Venue Information section. The entered location will populate into an email that notifies the candidate of the interview date, time and place.
Step 7: Select **Submit** to save the schedule. Notification emails will be sent to the candidate and interview committee.

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Edit Schedules

Once the interview schedule is entered into PeopleSoft, the system will automatically notify the candidate and the interview committee via email that an interview has been scheduled. Candidates and interviewers will receive two emails. The first includes the interview details. The second includes a calendar invitation that, when accepted, will populate most types of email account, including Gmail, Yahoo and Outlook. Interview schedules can be edited on the Manage Job Openings page by following the steps below:

**Step 1:** Select (A) **Main Menu**, (B) **Recruiting** then (C) **Browse Job Openings** to access the Manage Interview Job Openings page.

![Step 1A](image1.png)

Step 1A

![Step 1B](image2.png)

Step 1B

![Step 1C](image3.png)

Step 1C

**Step 2:** (A) enter the job opening number in the Search Job openings box OR (B) select the **Posting Title** hyperlink to access the job opening.

![Step 2A](image4.png)

Step 2A

![Step 2B](image5.png)

Step 2B
Step 3: Click the Interview icon for the desired candidate.

Additional Information: You will be directed to the Manage Interviews page where you can select Edit Interview Schedule.

Step 4: Click the Edit Interview Schedule hyperlink and then edit the date and time as appropriate.
Step 5: Click Save to retain the interview schedule changes.
## Potential Problems and Recommendations

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<th><strong>POTENTIAL PROBLEM:</strong></th>
<th><strong>RECOMMENDATION:</strong></th>
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<td>Scheduling interviews can be tricky and time consuming if you try to schedule with each participant individually.</td>
<td>Schedule interviews in PeopleSoft, and the system will coordinate schedules, notify participants of interview dates, times and locations as well as changes to the schedule, and update calendars. In addition, when interviews are scheduled, PeopleSoft will automatically notify the remaining applicant pool that they were not selected for the position.</td>
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<td>Entering interview schedules after the interviews are conducted will result in the candidate and interview committee being notified of the interview schedule after the fact. Participants will receive emails and calendar updates for past events. After the fact scheduling will also cause a delay in notification of the remaining applicant pool that they were not selected for the position.</td>
<td>Ideally, the interview schedule should be entered before the interviews occur. However, if scheduling is entered into PeopleSoft after the interviews occur, do not check the Notify Applicant and Notify Interview Team boxes in Step 4 of the Enter Interview Details section above. While this will avoid late notification, it will not solve the slow communication with the remaining applicant pool, which could be detrimental to the applicant experience.</td>
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