CLEMSON
HUMAN RESOURCES

Recording Scheduled Interviews in PeopleSoft for Staff Hires

Revised 2/23/2022

Overview

Scheduling interviews through PeopleSoft is an essential step in the Recruit phase of the hiring process. The system's interview schedule function creates an accurate record of the candidate's recruitment experience with Clemson University.

This document outlines the steps taken by the departmental administrative staff or the hiring manager to schedule interviews in PeopleSoft (CUBS) for staff positions and is divided into three sections:

Access Interview Schedule

Interviews are recorded in the Recruitment section of PeopleSoft. By using PeopleSoft, the scheduler creates an accurate record of the candidate's recruitment experience and allows for accurate federal reporting. Scheduling interviews in PeopleSoft does not alert candidates of their interview, so this should be communicated with them outside of the system (i.e. phone call or email).

Before interviews can be recorded in PeopleSoft, the hiring manager or departmental administrative staff should do the following:

1. Confirm interview dates, times, and method (video, in-person, etc.) with selected candidates
2. Convey list of candidates as well as dates, times, and method of interview to the designated scheduler

Once the hiring manager or departmental administrative staff has the necessary information, he or she is ready to record the interview schedules in PeopleSoft.

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

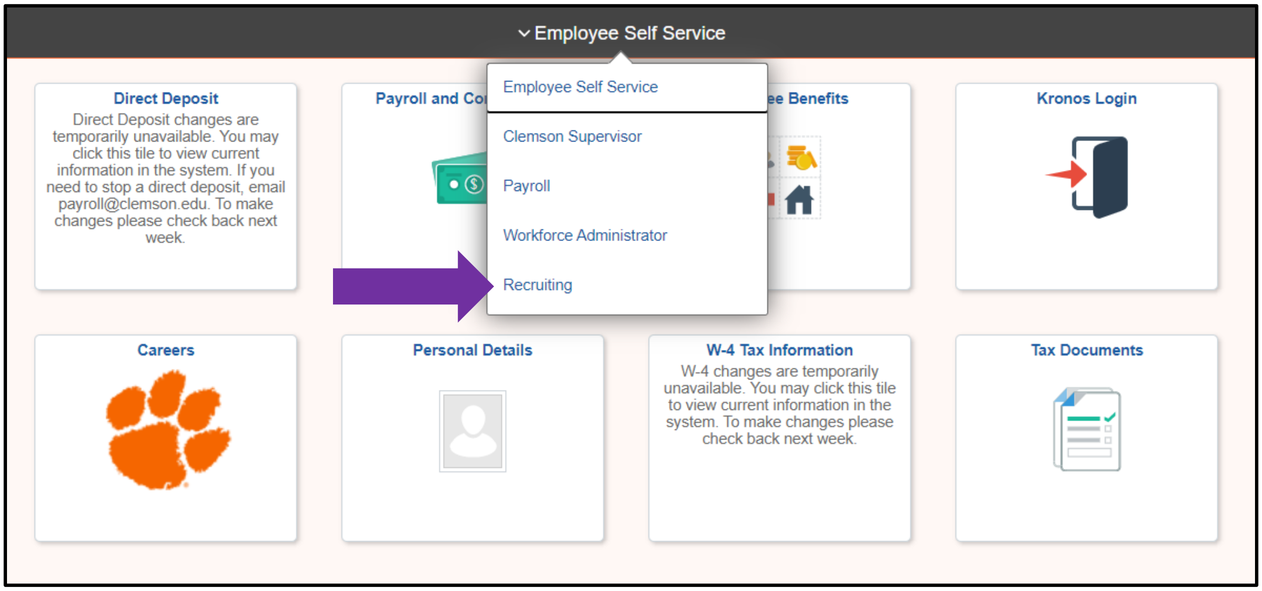
Step 1: Visit the self-service page in CUBS/ at:
https://cubshr.clemson.edu/psc/ps/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

Step 2: Enter your Clemson User ID into PeopleSoft

Step 3: Enter your Clemson password

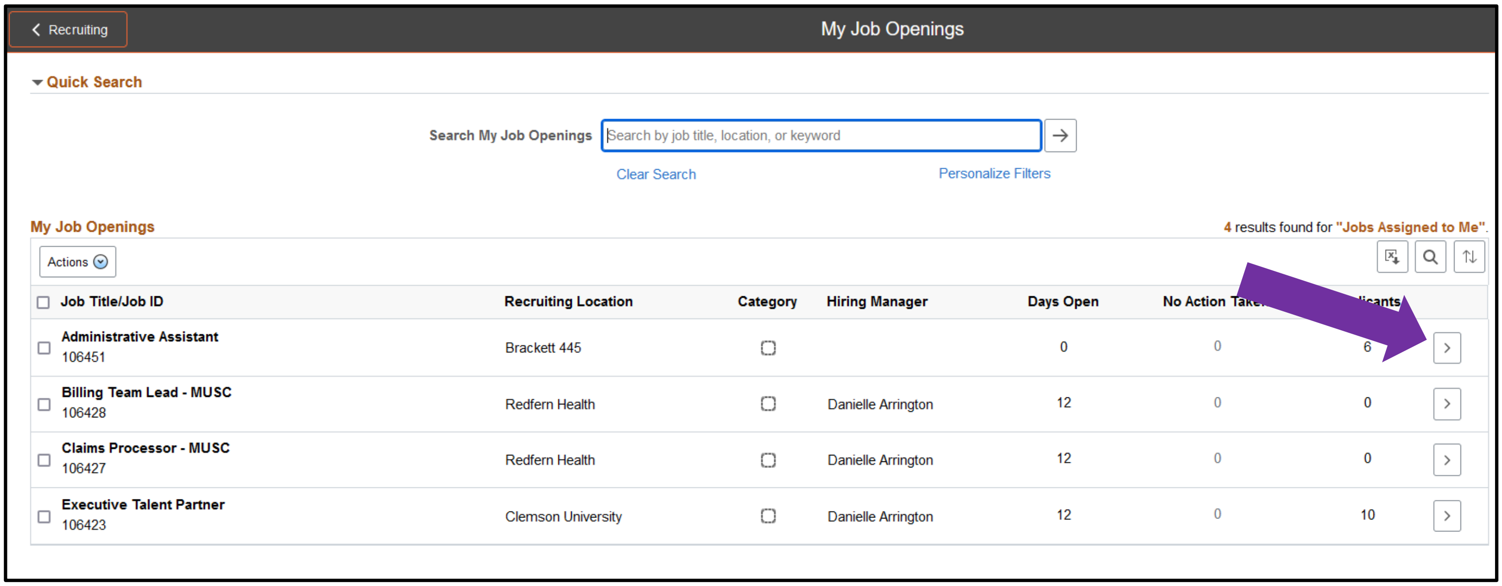
Step 4: Click Login

Step 5: Select “Recruiting” from the drop down menu at the top of the Self Service screen



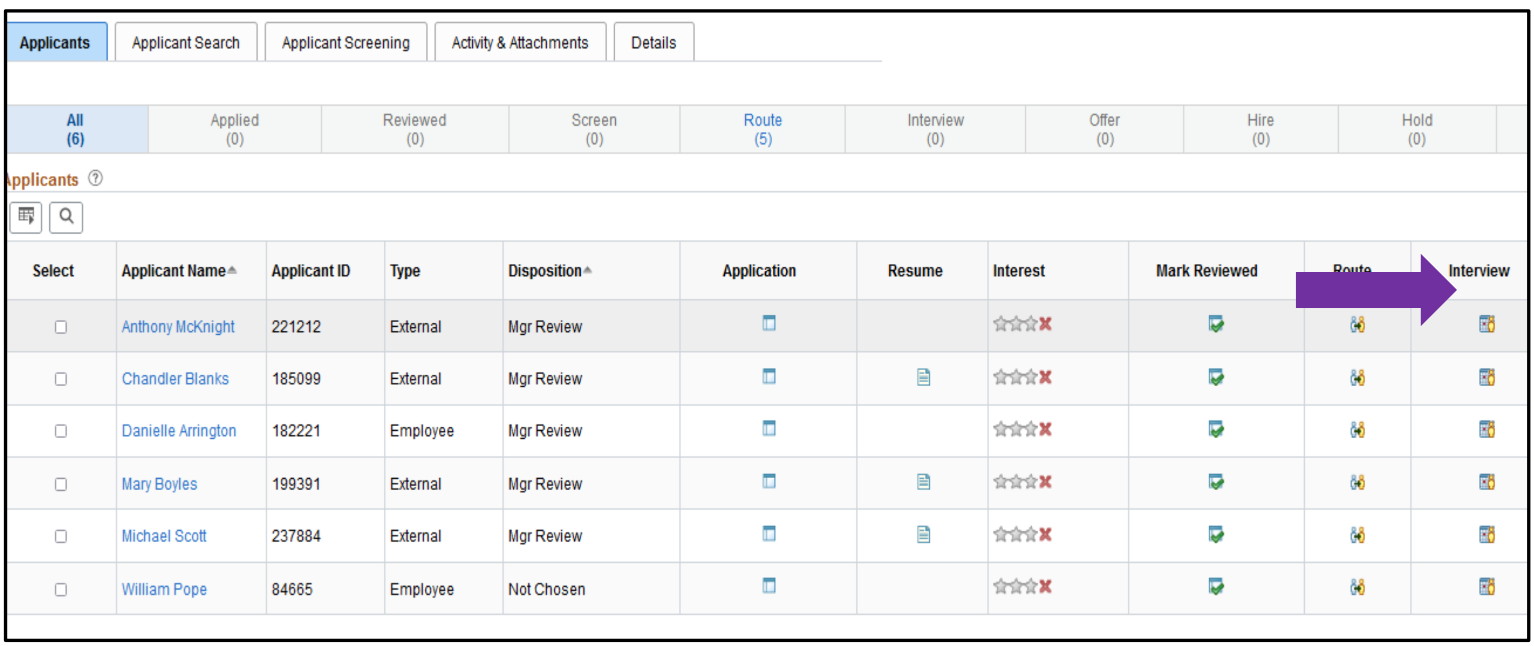
Step 6: Select “My Job Openings”

Step 7: Select the position you would like to record interviews for by clicking the arrow to the right of the screen.



***Note:** If you do not see the position you're searching for, select "Personalize Filters" and ensure "Jobs Associated with me" is checked. You may also need to change the "Created Within" date range.

Step 8: Your applicant pool will now be displayed. Select the Interview icon for the candidate who was/will be interviewed.

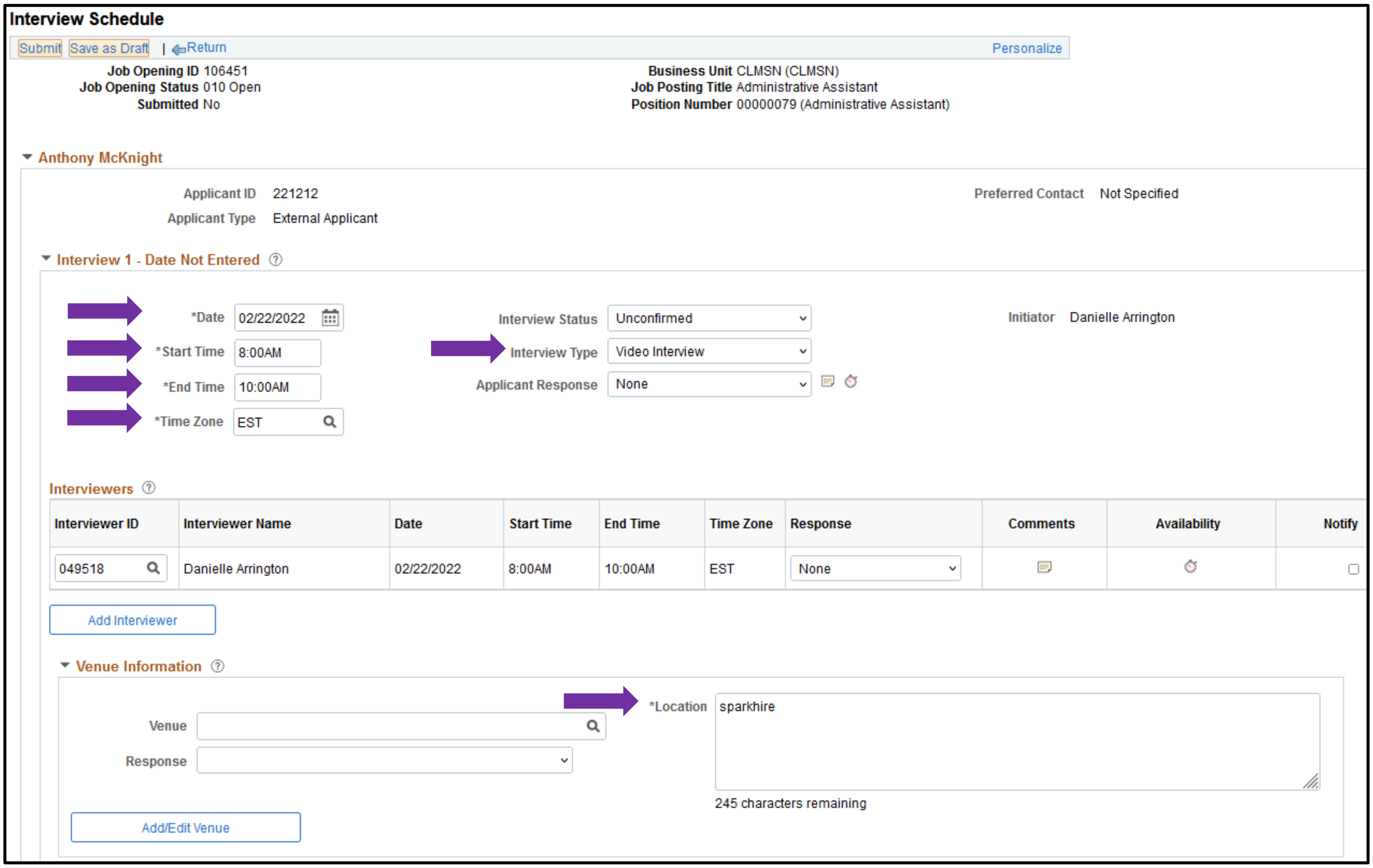


Enter Interview Details

The Interview Schedule page will now be displayed. Interview details will be recorded on this page.

Step 1: Enter the following required information in the appropriate sections:

A) Interview Date
B) Interview Start Time
C) Interview End Time
D) Time Zone
E) Interview Type
F) Location (i.e. main campus, Zoom, Sparkhire)

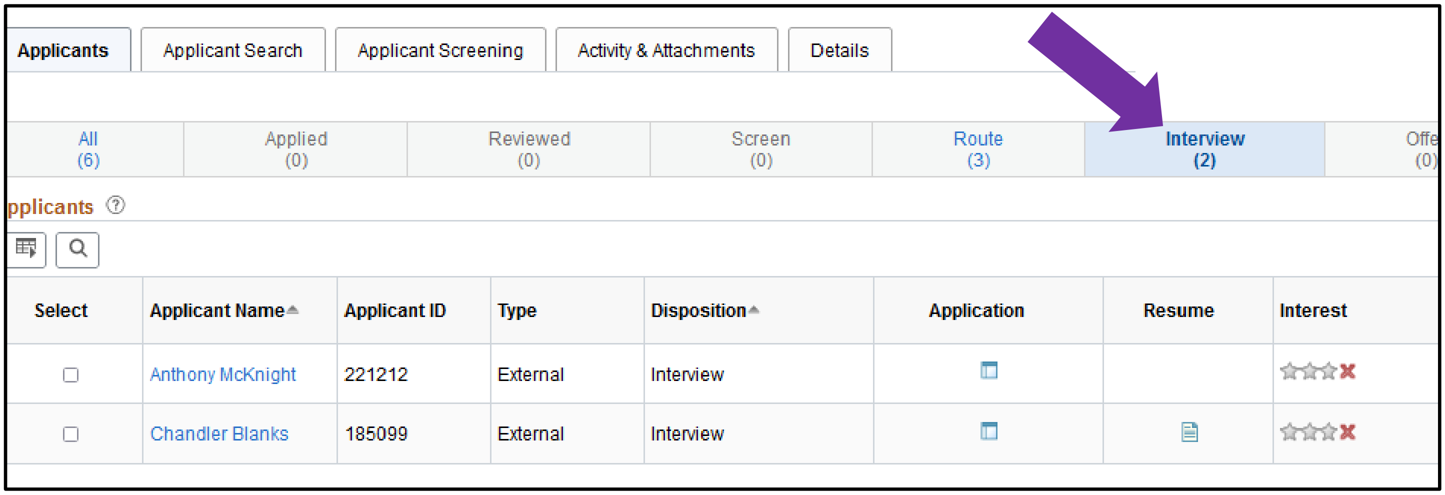


Step 2: Select “Submit” at the bottom of the page to save the schedule.

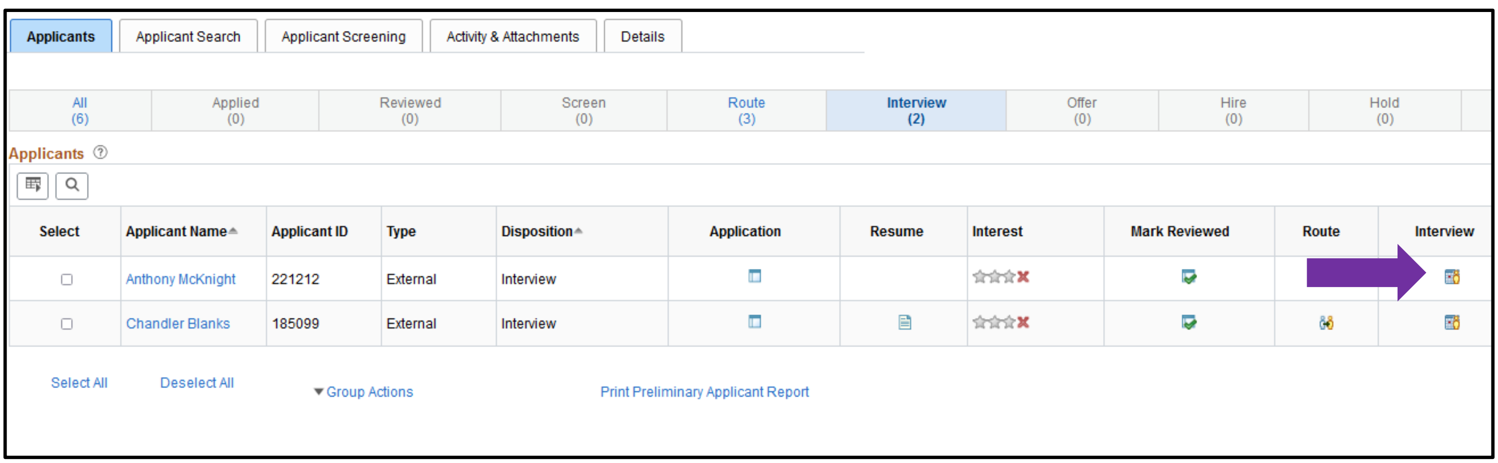
Repeat these steps for all interviewed candidates.

Enter Second Interview Details

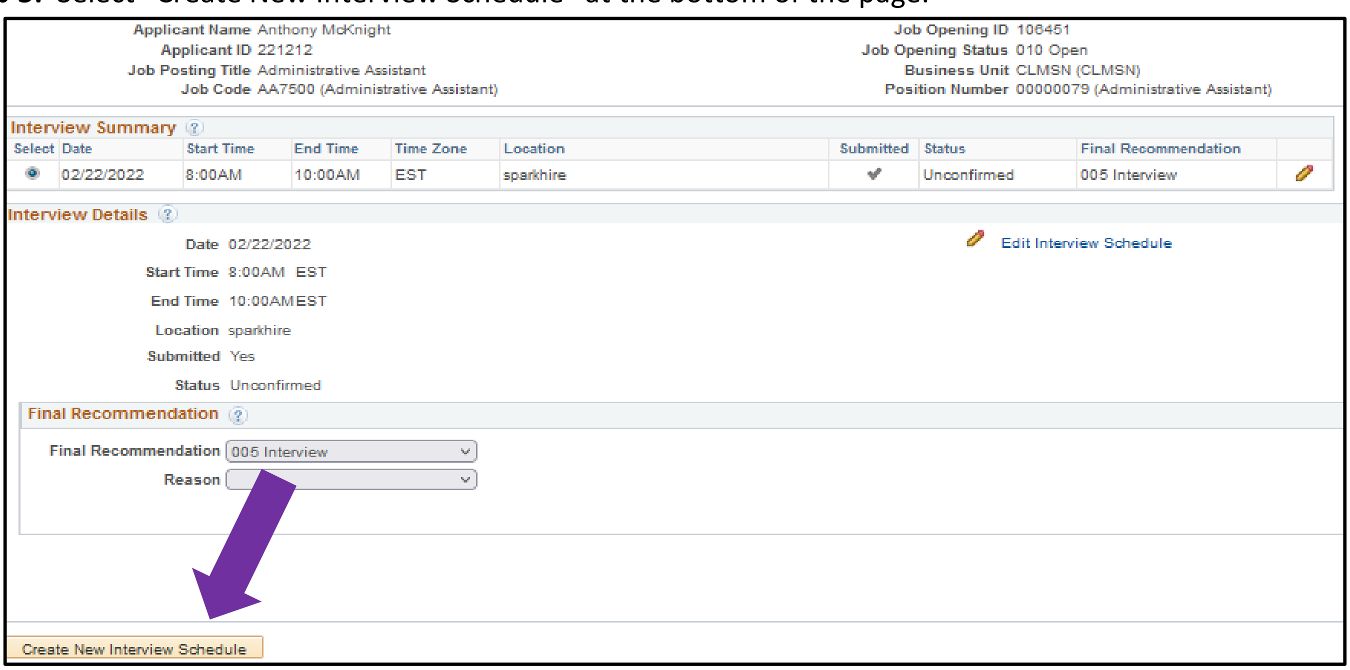
Step 1: From the applicant pool page, select the "Interview" Column



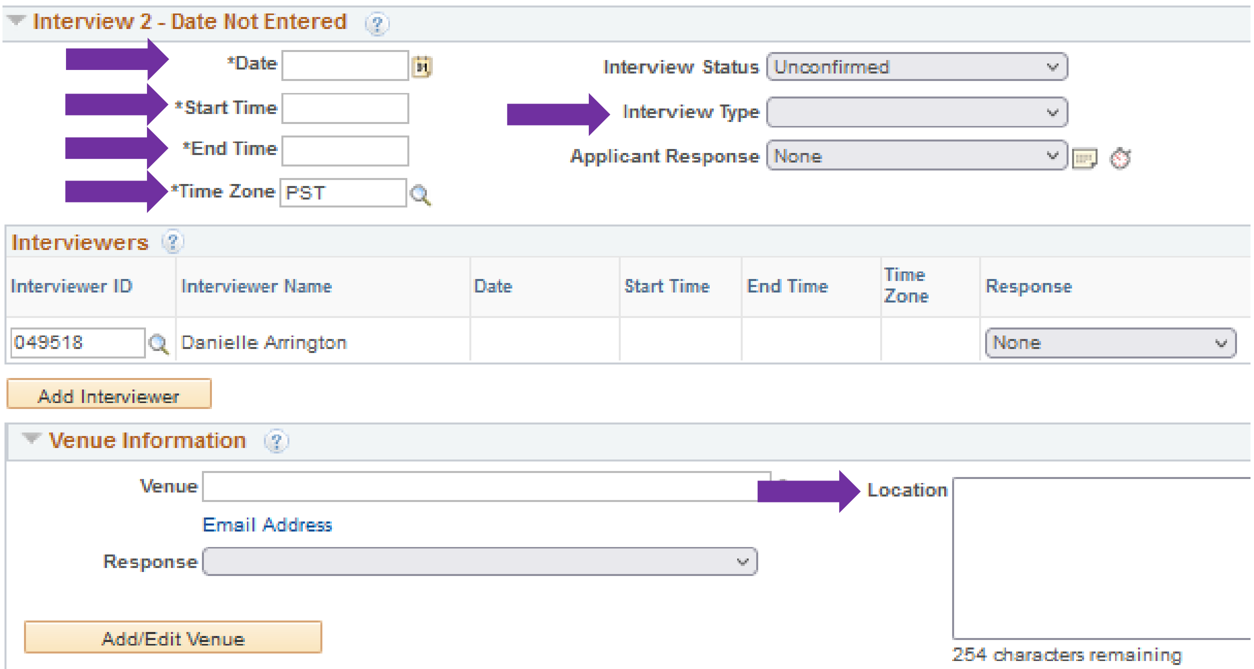
Step 2: Select the Interview icon for the candidate who has completed or will be completing a second interview. The Manage Interviews page will appear.



Step 3: Select "Create New Interview Schedule" at the bottom of the page.



Step 4: Enter Interview Date, Start Time, End Time, Time Zone, Interview Type, and Location in the appropriate sections:



Step 5: Select "Submit" at the bottom of the page to save the schedule.

Repeat these steps for all candidates participating in second interviews.