



Recording Scheduled Interviews in PeopleSoft for Staff Hires

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

CLEMSON
UNIVERSITY

Username

Password

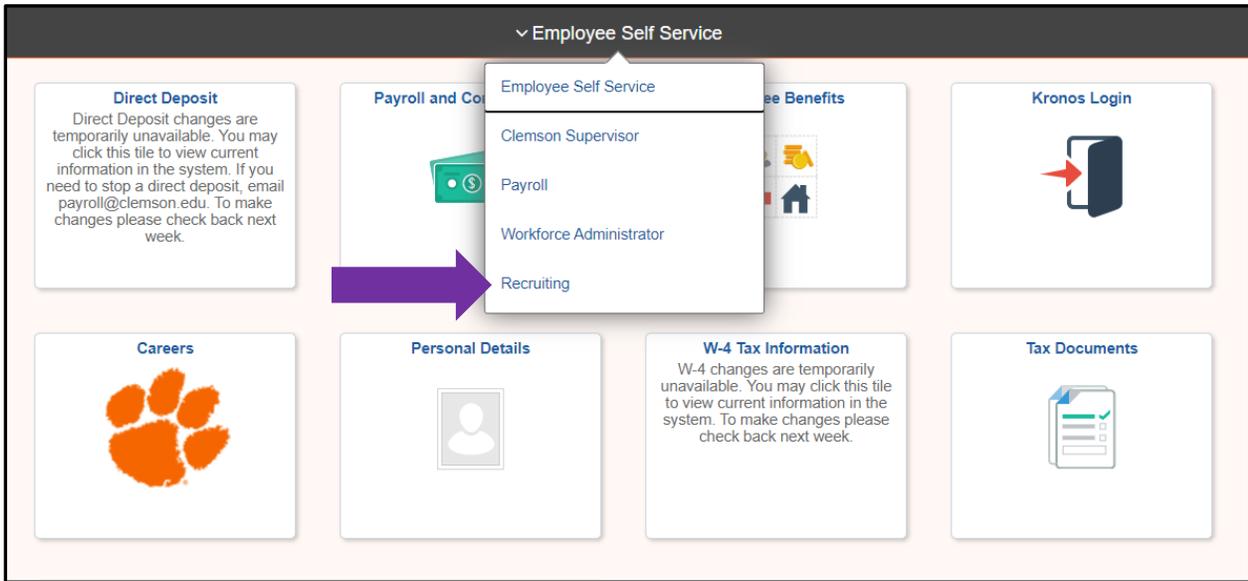
[Forgot password?](#)

Login

Need help? Visit the [CCIT Support Center](#), email ITHELP@clemson.edu or call (864) 656-3494.

[Password Help](#)

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.

Recruiting My Job Openings

Quick Search

Search My Job Openings →

[Clear Search](#) [Personalize Filters](#)

My Job Openings 4 results found for "Jobs Assigned to Me".

Actions [Export] [Search] [Sort]

<input type="checkbox"/> Job Title/Job ID	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Applicants	
<input type="checkbox"/> Administrative Assistant 106451	Brackett 445	<input type="checkbox"/>		0	0	6	
<input type="checkbox"/> Billing Team Lead - MUSC 106428	Redfern Health	<input type="checkbox"/>	Danielle Arrington	12	0	0	
<input type="checkbox"/> Claims Processor - MUSC 106427	Redfern Health	<input type="checkbox"/>	Danielle Arrington	12	0	0	
<input type="checkbox"/> Executive Talent Partner 106423	Clemson University	<input type="checkbox"/>	Danielle Arrington	12	0	10	

***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.

Applicants Applicant Search Applicant Screening Activity & Attachments Details

All (6) Applied (0) Reviewed (0) Screen (0) Route (5) Interview (0) Offer (0) Hire (0) Hold (0)

Applicants ?

Select	Applicant Name ^	Applicant ID	Type	Disposition ^	Application	Resume	Interest	Mark Reviewed	Route	Interview
<input type="checkbox"/>	Anthony McKnight	221212	External	Mgr Review			☆☆☆X			
<input type="checkbox"/>	Chandler Blanks	185099	External	Mgr Review			☆☆☆X			
<input type="checkbox"/>	Danielle Arrington	182221	Employee	Mgr Review			☆☆☆X			
<input type="checkbox"/>	Mary Boyles	199391	External	Mgr Review			☆☆☆X			
<input type="checkbox"/>	Michael Scott	237884	External	Mgr Review			☆☆☆X			
<input type="checkbox"/>	William Pope	84665	Employee	Not Chosen			☆☆☆X			

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)

Interview Schedule

Submit Save as Draft | Return Personalize

Job Opening ID 106451 Business Unit CLMSN (CLMSN)
Job Opening Status 010 Open Job Posting Title Administrative Assistant
Submitted No Position Number 00000079 (Administrative Assistant)

▼ Anthony McKnight

Applicant ID 221212 Preferred Contact Not Specified
Applicant Type External Applicant

▼ Interview 1 - Date Not Entered ?

*Date 02/22/2022 Interview Status Unconfirmed Initiator Danielle Arrington
*Start Time 8:00AM Interview Type Video Interview
*End Time 10:00AM Applicant Response None
*Time Zone EST

Interviewers ?

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
049518	Danielle Arrington	02/22/2022	8:00AM	10:00AM	EST	None			<input type="checkbox"/>

Add Interviewer

▼ Venue Information ?

Venue sparkhire *Location sparkhire
Response
245 characters remaining

Add/Edit Venue

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

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (6) | Applied (0) | Reviewed (0) | Screen (0) | Route (3) | **Interview (2)** | Offer (0)

Applicants ?

Select	Applicant Name ^	Applicant ID	Type	Disposition ^	Application	Resume	Interest
<input type="checkbox"/>	Anthony McKnight	221212	External	Interview			☆☆☆X
<input type="checkbox"/>	Chandler Blanks	185099	External	Interview			☆☆☆X

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.

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (6) | Applied (0) | Reviewed (0) | Screen (0) | Route (3) | **Interview (2)** | Offer (0) | Hire (0) | Hold (0)

Applicants ?

Select	Applicant Name ^	Applicant ID	Type	Disposition ^	Application	Resume	Interest	Mark Reviewed	Route	Interview
<input type="checkbox"/>	Anthony McKnight	221212	External	Interview			☆☆☆X			
<input type="checkbox"/>	Chandler Blanks	185099	External	Interview			☆☆☆X			

Select All | Deselect All | Group Actions | Print Preliminary Applicant Report

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

Applicant Name Anthony McKnight
 Applicant ID 221212
 Job Posting Title Administrative Assistant
 Job Code AA7500 (Administrative Assistant)

Job Opening ID 106451
 Job Opening Status 010 Open
 Business Unit CLMSN (CLMSN)
 Position Number 0000079 (Administrative Assistant)

Interview Summary ?

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
<input checked="" type="radio"/>	02/22/2022	8:00AM	10:00AM	EST	sparkhire		Unconfirmed	005 Interview

Interview Details ? [Edit Interview Schedule](#)

Date 02/22/2022
 Start Time 8:00AM EST
 End Time 10:00AM EST
 Location sparkhire
 Submitted Yes
 Status Unconfirmed

Final Recommendation ?

Final Recommendation 005 Interview
 Reason

[Create New Interview Schedule](#)

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

Interview 2 - Date Not Entered ?

*Date  Interview Status

*Start Time Interview Type

*End Time Applicant Response  

*Time Zone 

Interviewers ?

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response
<input type="text" value="049518"/> 	Danielle Arrington					<input type="text" value="None"/>

Venue Information ?

Venue  Location

[Email Address](#)

Response

254 characters remaining

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

Repeat these steps for all candidates participating in second interviews.