**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**STEP 2**
**Navigate to:** Recruiting > Search Job Openings
**Quick Reference: Scheduling Interviews**

**STEP 3**
Enter: Job Opening number in Job Opening ID

**Important Information:** Interviews are scheduled in PeopleSoft, after you have confirmed the date, time and location over the telephone, in order to create an accurate reflection of the candidate’s experience as well as ensuring that calendar invitations are marked on the candidate’s and interviewer’s schedules. **Scheduling interviews also triggers an automatic notification to other candidates that they were not selected for this position.** This ensures a timely response that promotes...

**STEP 4**
Select: Applicant’s Tab.

**STEP 5**
Select: Candidate to be interviewed
## Quick Reference: Scheduling Interviews

### STEP 6
**Enter:** All requested information in the Interview 1 - Date not entered section

### STEP 7
**Check:** Notify Applicant and Notify Interview Team

### STEP 8
**Select:** Add Interviewer to add multiple Interviewers.

### STEP 9
**Enter:** Additional Interviewer’s Employee ID number

### STEP 10
**Enter:** Interview location

### STEP 11
**Click:** Submit at the bottom of the page
Quick Reference: Scheduling Interviews

**Important Information:** Once the interview schedule is entered into PeopleSoft, the system will automatically notify the interview team and candidate via email that an interview has been scheduled. Candidates and interviewers will receive two emails: one including the interview details and one including a calendar invite that can be accepted and populated into an Outlook calendar.

**STEP 12**
Select: Manage Job Openings and the Interview Icon to edit an interview schedule

**STEP 13**
Edit: Date and time