

Invite applicants for an interview

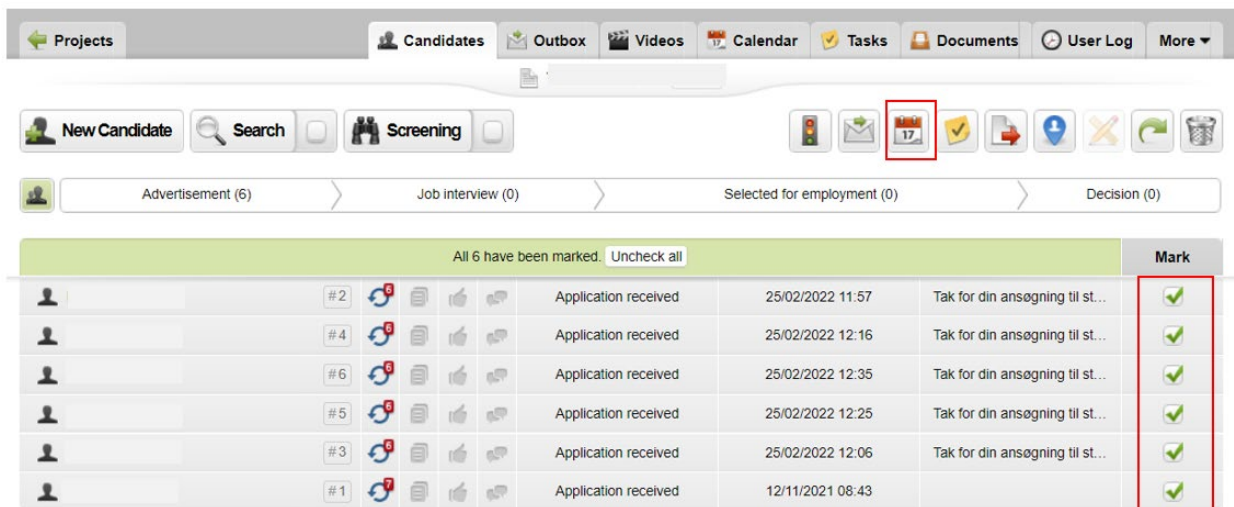
Chrome is recommended to access Empty Hire.

It is possible to invite applicants to interviews in two ways:

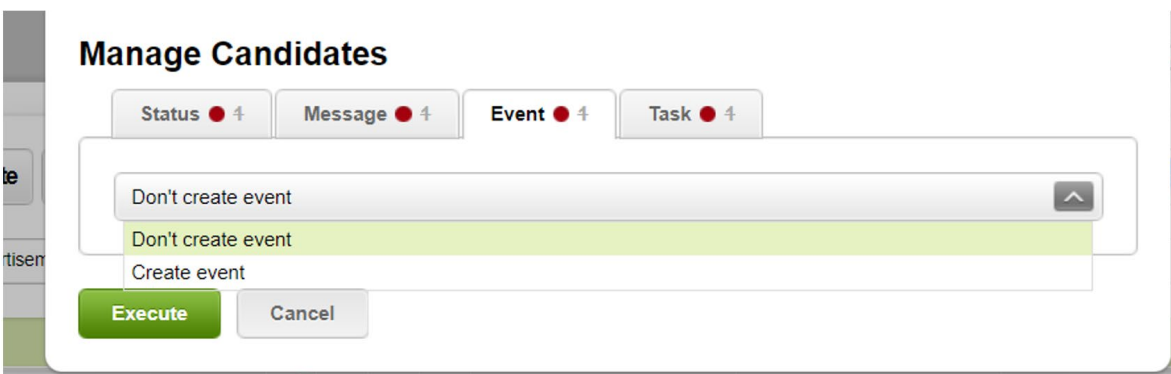
1. With calendar function: Creates multiple timeslots for interviews and allows the applicants to choose a time slot.
2. Without calendar function: Assigns a timeslot the given applicant, possibly according to agreement made with the applicant.

Notice: The ability to invite to interviews is dependent on one's user type. (The "Leder" (manager) and Sekretær (secretary) are able to invite with calendar function, "Udvalg" (default) is not).

1. Mark the applicants you want to invite to an interview.
2. Click the 'Event' icon.



3. Create an event – See image below.



Manage Candidates

Status ● 6 Message ● 6 Event ● 6 Task ● 6

Create event

Title: Private: OFF

Description:

Show description to candidates: OFF

Attendees: (Don't add candidates)

Send event invitation to attendees: OFF

Reminder:

Time zone:

Time slot: (From / to) Location:

Status will NOT be changed. Change status by clicking on "Status" in the top.

4. Select whether you want the event to be private or not. If the event is private, it will only be visible to the participants associated with the event.
5. Add title. The applicants will be able to see this headline.
6. Add internal description if relevant. This description will be included in the invitation to the participants but not to the applicants (candidates) unless this is specified.



7. Use the red X to remove participants (attendees) if relevant or set “send event invitation to attendees” to OFF.

Attendees will receive an invitation to the various time slots and will be notified by email each time an applicant accepts a time slot. **HR recommends that you remove ALL attendees other than yourself.**

Attendees: (Don't add candidates)

The screenshot shows a list of attendees. Each entry consists of a grey bar with a person icon on the left and a red 'X' icon on the right. There are two such entries visible. Below the list is an empty input field for adding more attendees.

Send event invitation to attendees: OFF

8. Add optional reminder. Will be sent to attendees and applicants.

Reminder:

The screenshot shows a dropdown menu for setting a reminder. The current selection is 'None'. The menu lists several options: 'None', 'The night before', '0 minutes before', '15 minutes before', '30 minutes before', '1 hour before', '2 hours before', '3 hours before', '6 hours before', and '12 hours before'. A vertical scrollbar is visible on the right side of the menu.

9. Indicate a date, time slot (from/to) and location for the interview.
10. Repeat to create time slots for all interviews.
11. Click the candidates icon for a given time slot.

Time slot: (From / to)			Location:		
08/09/2020	09:00	09:30	Ny Munkegade 120, 8000 Aarhus		
08/09/2020	09:30	10:00	Ny Munkegade 120, 8000 Aarhus		
08/09/2020	10:00	10:30	Jens Baggesens Vej 53, 8200 Aa		
__/__/__	__:__	__:__			

12. Choose between “With calendar function” and “Without calendar function”:

- With calendar function:** Choose “Open time slot”, such that the applicant will be able to choose their preferred timeslot between this timeslot and any other open time slots (minimum two total, enough for all applicants)
- Without calendar function:** Assign the time slot to a specific applicant.

13. Repeat for all time slots.

Note, the time slots will disappear from the list as they are selected by applicants such that other applicants will not be able to see how many have been invited to an interview.

14. Create a message to the attendees. Choose Send message now.

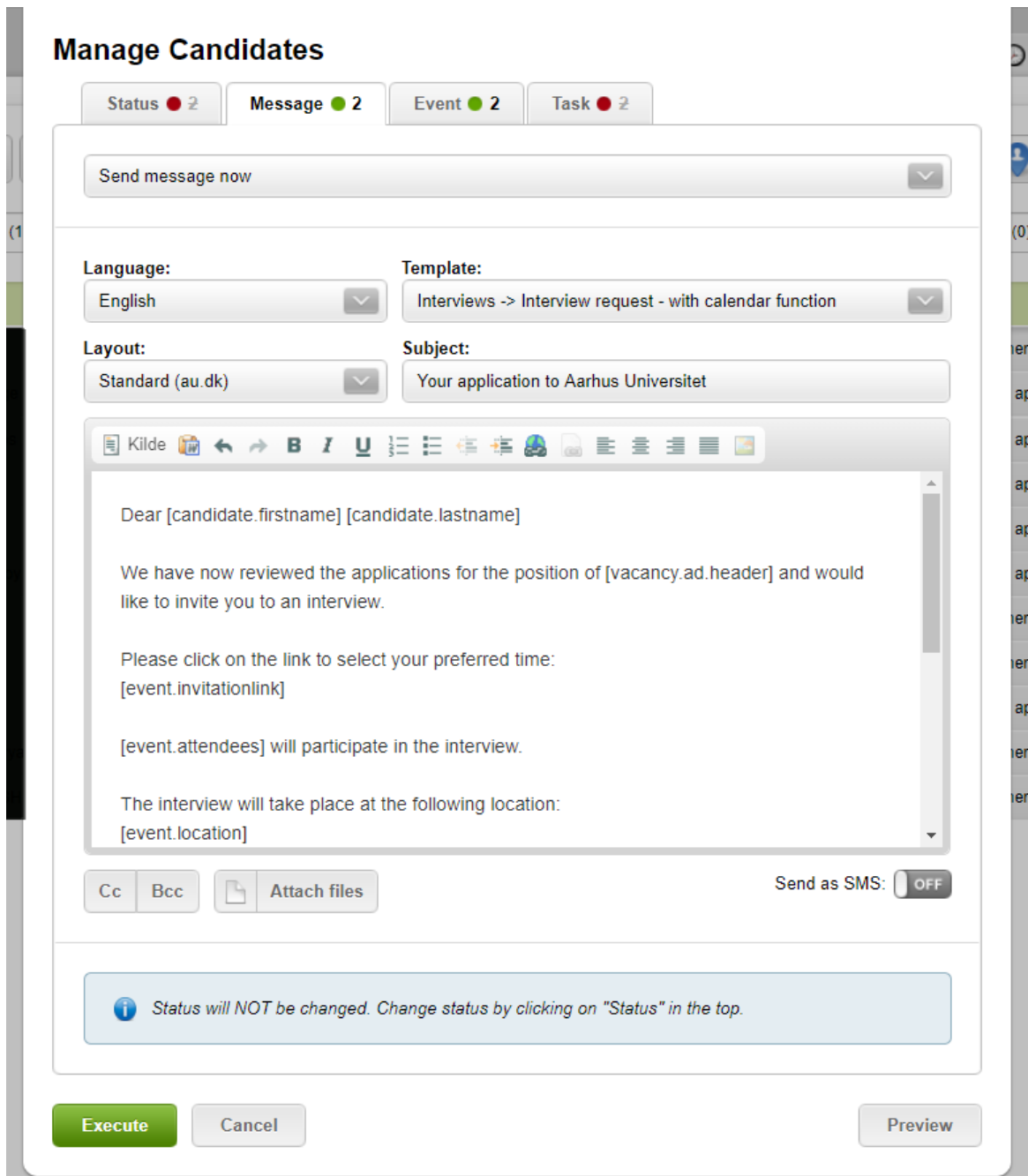
The screenshot shows the 'Manage Candidates' interface. At the top, there are four tabs: 'Status' (4), 'Message' (4), 'Event' (1), and 'Task' (4). Below the tabs is a dropdown menu with the following options: 'Don't send message', 'Don't send message', 'Save message as draft', 'Send message now' (highlighted with a red box), and 'Send message with delay'. At the bottom of the interface, there is a status bar showing '#6', a refresh icon, a thumbs up icon, a thumbs down icon, and the text 'Application received' and '25/02/2022 11:52'.

15. Choose language. This is common for all recipients.

16. Choose template:

- With calendar function:** Interviews -> Interview request – with calendar function.
- Without calendar function:** Interviews -> Invitation for interview (without Calendar function).

17. If relevant, change subject.
18. If relevant, make additions to the message directly in the text box. Do not remove macros, [..], as these import information from the event, eg. time, place, etc.
19. Add any relevant members to Cc or Bcc.
20. Attach any relevant files.




Manage Candidates

Status ● 2 Message ● 2 Event ● 2 Task ● 2

Send message now

Language: English Template: Interviews -> Interview request - with calendar function

Layout: Standard (au.dk) Subject: Your application to Aarhus Universitet

Kilde 

Dear [candidate.firstname] [candidate.lastname]

We have now reviewed the applications for the position of [vacancy.ad.header] and would like to invite you to an interview.

Please click on the link to select your preferred time:
[event.invitationlink]

[event.attendees] will participate in the interview.

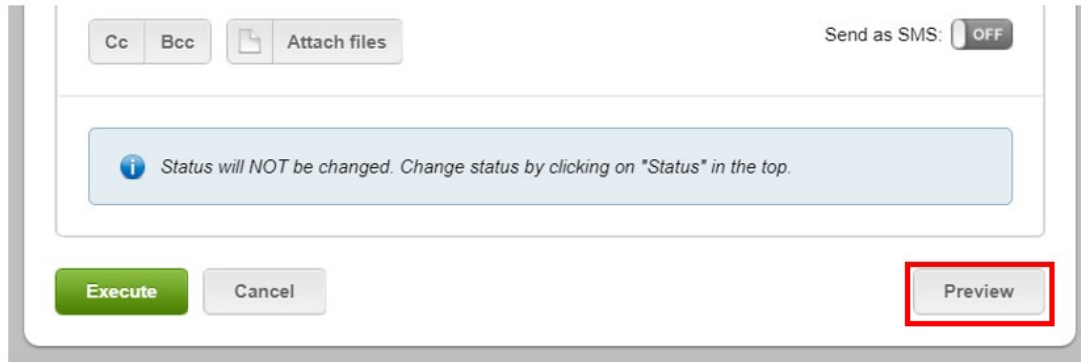
The interview will take place at the following location:
[event.location]

Cc Bcc Attach files Send as SMS: OFF

Status will NOT be changed. Change status by clicking on "Status" in the top.

Execute Cancel Preview

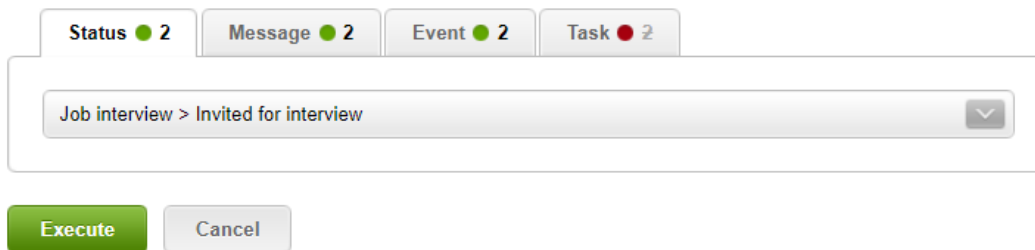
21. Optionally, use the preview to check the message before sending.



22. Open the Status tab.

23. Choose Job interview > Invited for interview.

Manage Candidates



24. Click Execute.

Following this the system will create the event, status update the applicants and send invitations to applicants and attendees.

In the Calendar tab is an overview of all applicants' choices.

Projects Candidates Outbox Videos Calendar Tasks Documents User Log More				
New Event Search Export Edit Delete				
Events (4)	Hide outdated:	Starts ▲	Ends ▲	Mark
12 Indkaldelse til samtale til stillingen	<input checked="" type="checkbox"/>	25/10/2022 10:30 (GMT+02:00)	25/10/2022 11:30 (GMT+02:00)	<input type="checkbox"/>
12 Indkaldelse til samtale til stillingen	<input checked="" type="checkbox"/>	25/10/2022 11:30 (GMT+02:00)	25/10/2022 12:30 (GMT+02:00)	<input type="checkbox"/>
12 Indkaldelse til samtale til stillingen	<input checked="" type="checkbox"/>	25/10/2022 13:00 (GMT+02:00)	25/10/2022 14:00 (GMT+02:00)	<input type="checkbox"/>
12 Indkaldelse til samtale til stillingen	<input type="checkbox"/>	25/10/2022 14:00 (GMT+02:00)	25/10/2022 15:00 (GMT+02:00)	<input type="checkbox"/>

From the applicants' point of view

1. The applicants receive the mail.



AARHUS UNIVERSITET

2. Must choose a time slot or accept the assigned time slot via the [event.invitationlink] link in the mail.
3. Will arrive at the following site when clicking the link.

Invitation to 1. Interview test

15-09-2020, 09:00 - 09:30 (+02:00) Ny Munkegade 120, 8000 Aarhus C Select date
15-09-2020, 09:30 - 10:00 (+02:00) Ny Munkegade 120, 8000 Aarhus C Select date
15-09-2020, 10:00 - 10:30 (+02:00) Ny Munkegade 120, 8000 Aarhus C Select date

4. When the applicant accepts or rejects the invitation a mail will be send to all attendees on the Attendees list