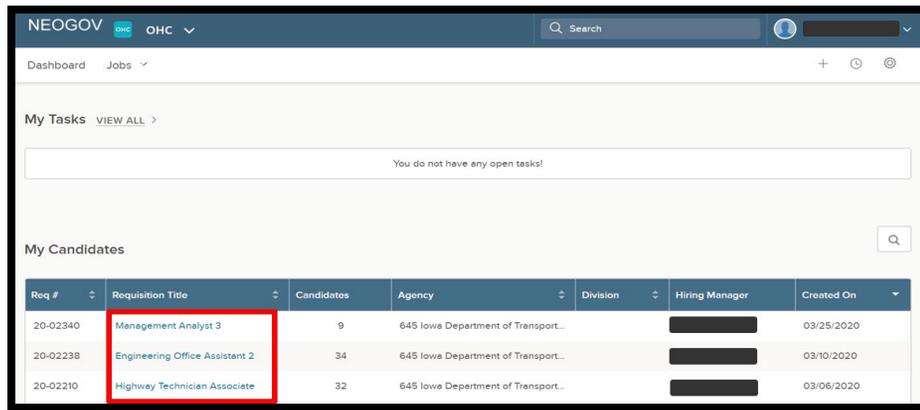


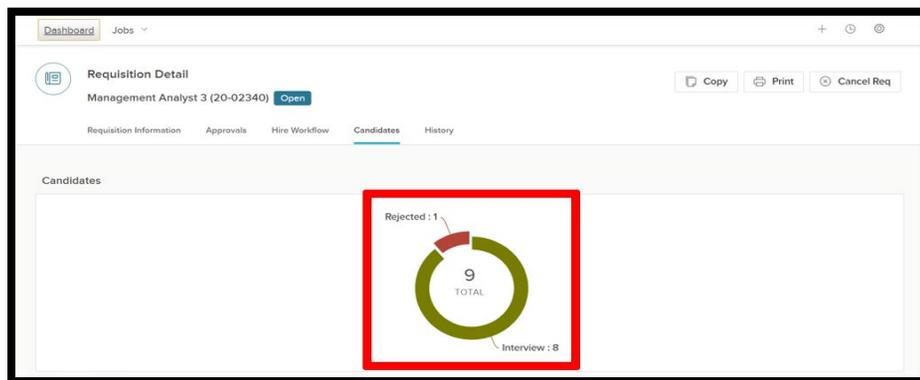
HOW TO NOTIFY ALL CANDIDATES IN NEOGOV TO SCHEDULE AN INTERVIEW

Once you have set up an interview schedule (NeoGov – How to Set Up Interview Schedule), then you will need to notify the candidates to select an interview slot. From **NeoGov**:

1. Look under My Candidates section and find the requisition you are wanting to get the applicant list from and click on the **Requisition Title**.



2. You will then automatically be taken to the Candidates tab. You need to make sure the applicable candidates are coded as **Interview**.

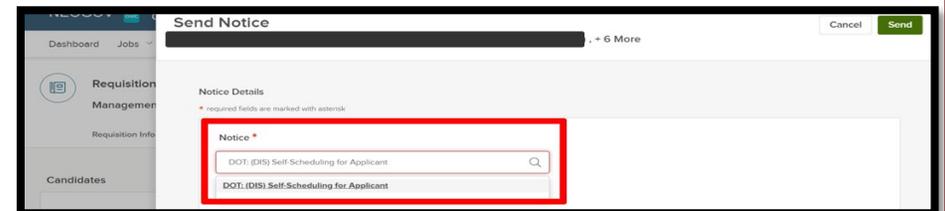


Note: If they are not coded as interview, then you will need to code them before sending out notifications. Please see job aid NeoGov – How to Code Candidates for steps.

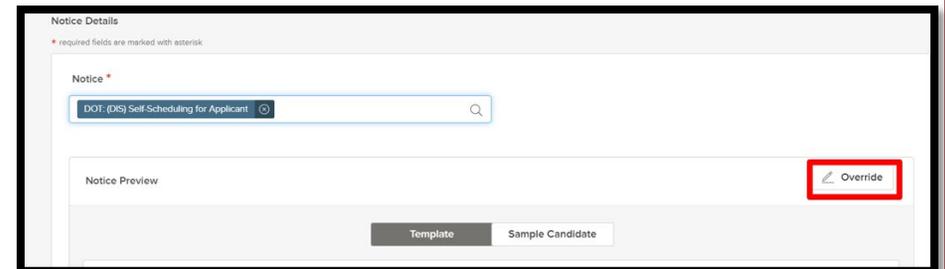
3. Select all candidates that are coded as **Interview** and click **Actions** to click **Send Notices**.



4. In the Search Bar, type **DOT** to see all templates and select the applicable template for your position.



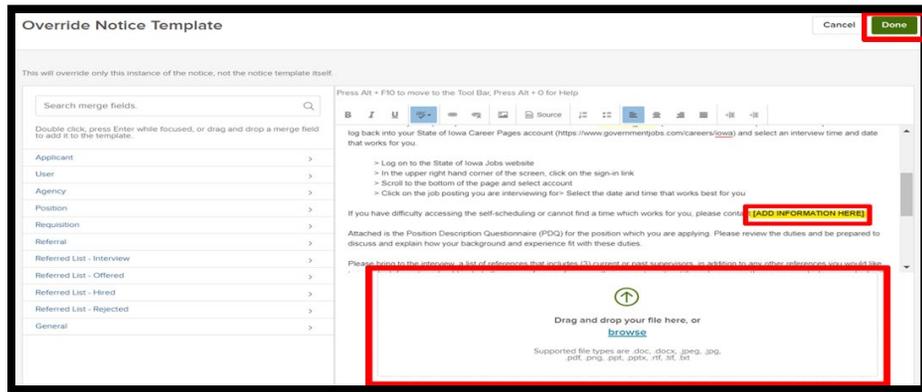
5. Click the **Override** button to input the necessary information.



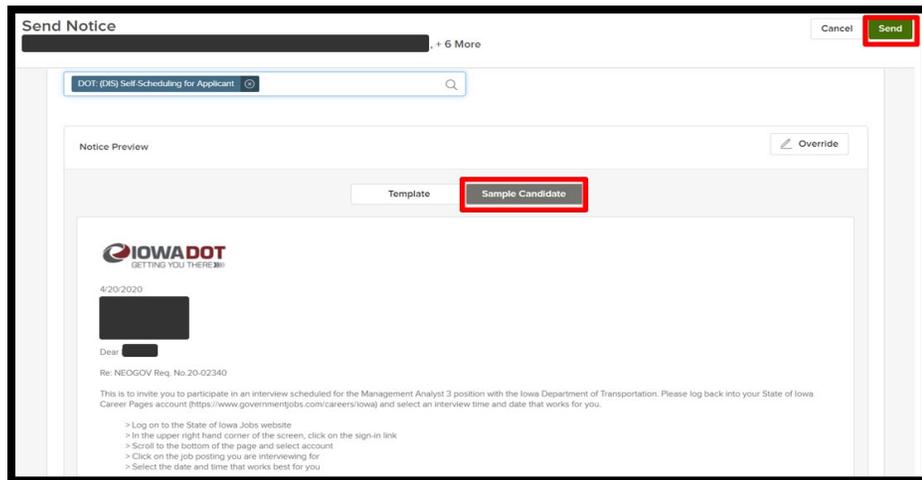
Hiring: Notifying Candidate(s) in NeoGov

Manager

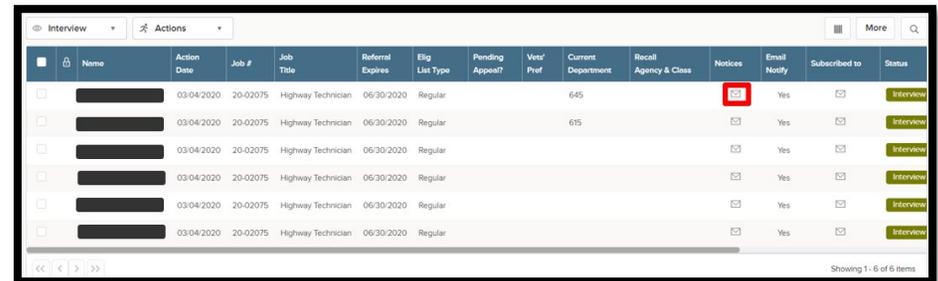
- 6. Double check the template and fill in any areas that need to be (example: [Add Information Here] and contact information for someone who will assist candidates if they have questions or need another time). Always attach a copy of the PDQ in the attachment area. Once you have reviewed all information, click Done.



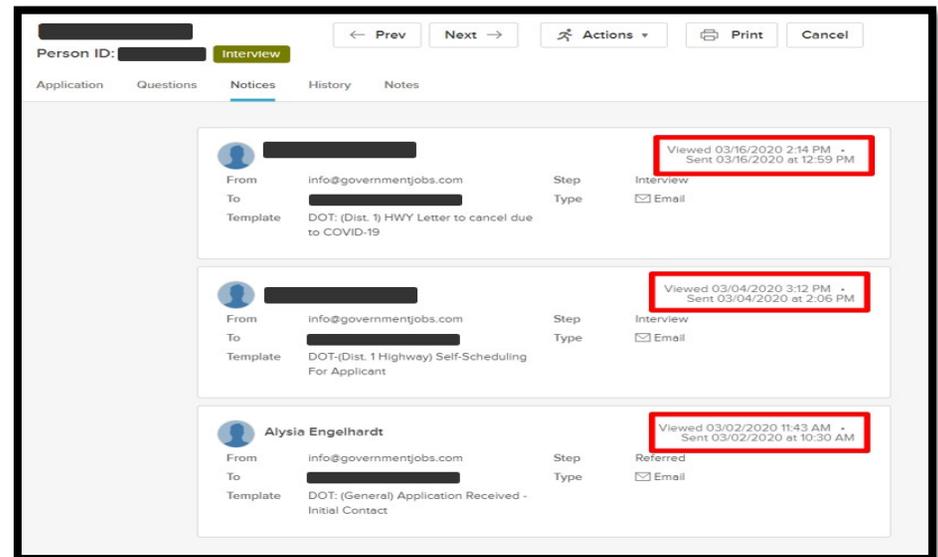
- 7. Click **Sample Candidate** to review what the template will look like to the candidates. Click **Send** when you are ready to send to the candidates.



- 8. To see if a candidate has opened the email, go back to the candidate page and click on the **Email** icon under notices for that candidate.



- 9. Then you will be able to see all notices sent to the candidate and when they opened them. There will not be a "Viewed" date and time if they have not opened it.



Note: The first notice will always be from your Workforce Coordinator. They will send out an initial contact email within 24 to 48 hours of receiving the candidate list.