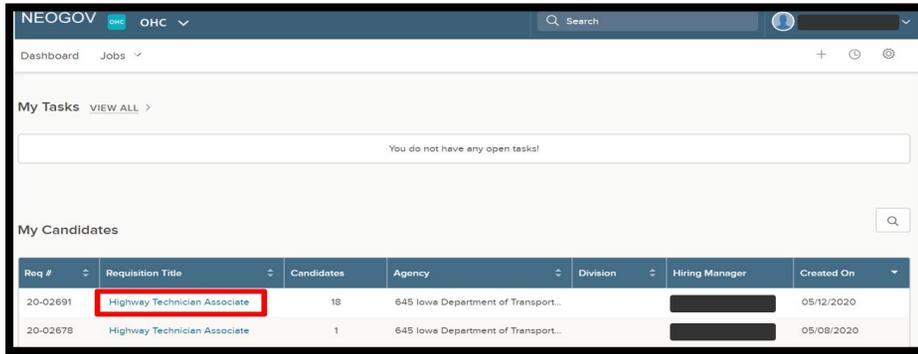


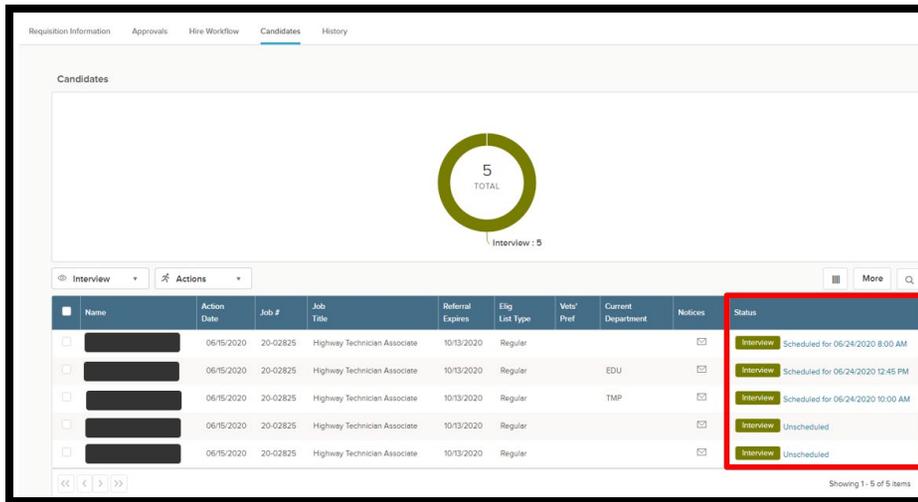
HOW TO SEE CONFIRMED INTERVIEW SCHEDULES IN NEOGOV

From NeoGov:

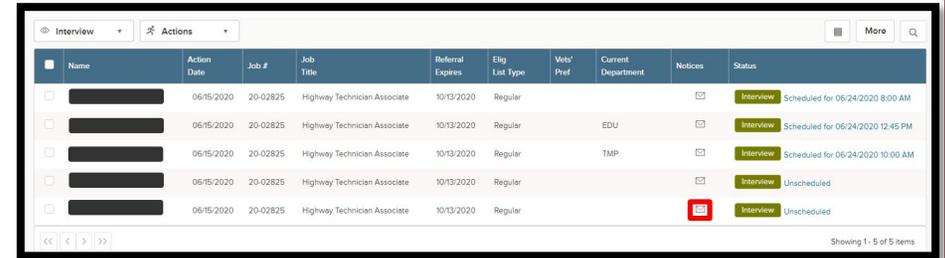
1. Look under My Candidates section and find the requisition you are wanting to code the candidates and click on the **Requisition Title**.



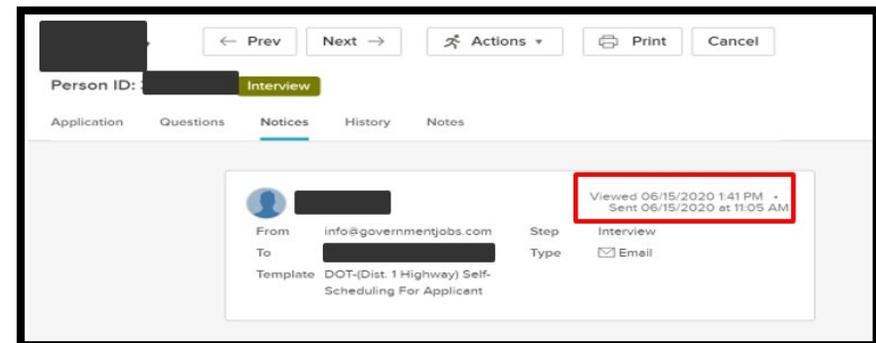
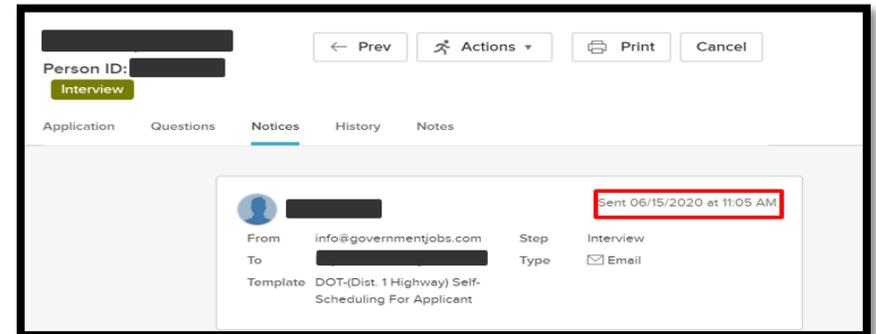
2. You will then automatically be taken to the **Candidates** tab of the requisition. Then you will be able to see the **status** of each candidate.



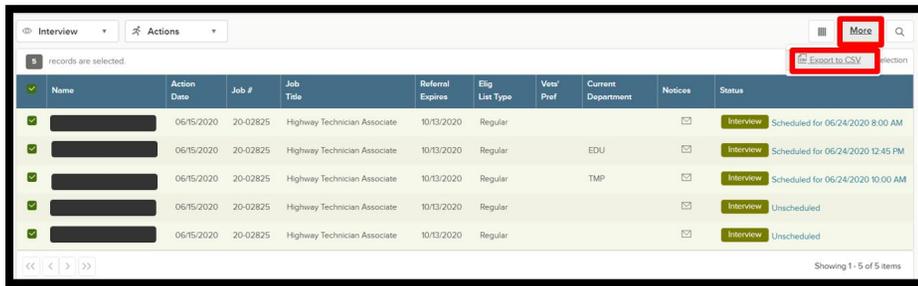
3. If a candidate is showing "Unscheduled" you can click on the envelope icon to see if they have read the email.



4. You will see one or two different views depending on if they have opened the email. If you see **viewed and sent**, then the candidate has opened the email.



5. You can also print a copy of the interview schedule by selecting all candidates > More > Export to CSV.



The screenshot shows the NeoGov Interview Schedules interface. At the top, there are tabs for 'Interview' and 'Actions'. A 'More' button is highlighted with a red box. Below the 'More' button, a dropdown menu is visible with the option 'Export to CSV' also highlighted with a red box. The main area contains a table with 5 records selected, indicated by green checkmarks in the first column. The table columns are: Name, Action Date, Job #, Job Title, Referral Expires, Elig List Type, Vets' Pref, Current Department, Notices, and Status. The status column contains 'Interview' buttons and text indicating the interview status (e.g., 'Scheduled for 06/24/2020 8:00 AM' or 'Unscheduled').

Name	Action Date	Job #	Job Title	Referral Expires	Elig List Type	Vets' Pref	Current Department	Notices	Status
[Redacted]	06/15/2020	20-02825	Highway Technician Associate	10/13/2020	Regular			☐	Interview Scheduled for 06/24/2020 8:00 AM
[Redacted]	06/15/2020	20-02825	Highway Technician Associate	10/13/2020	Regular		EDU	☐	Interview Scheduled for 06/24/2020 12:45 PM
[Redacted]	06/15/2020	20-02825	Highway Technician Associate	10/13/2020	Regular		TMP	☐	Interview Scheduled for 06/24/2020 10:00 AM
[Redacted]	06/15/2020	20-02825	Highway Technician Associate	10/13/2020	Regular			☐	Interview Unscheduled
[Redacted]	06/15/2020	20-02825	Highway Technician Associate	10/13/2020	Regular			☐	Interview Unscheduled