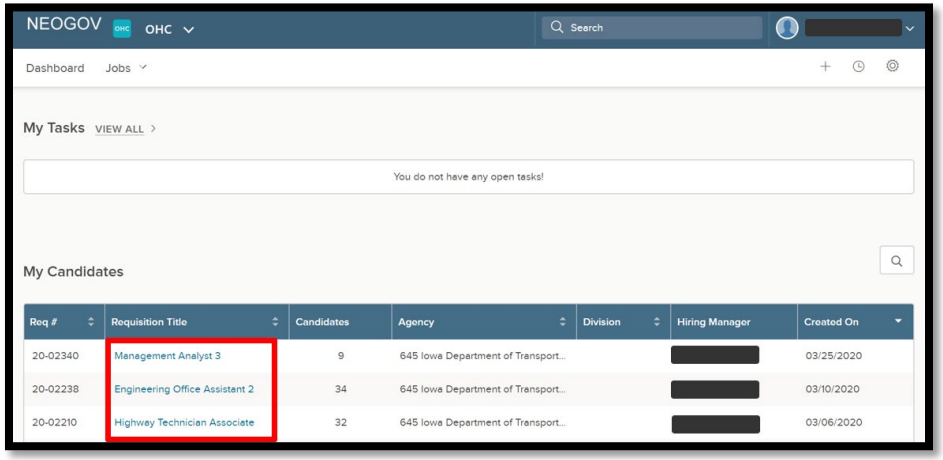
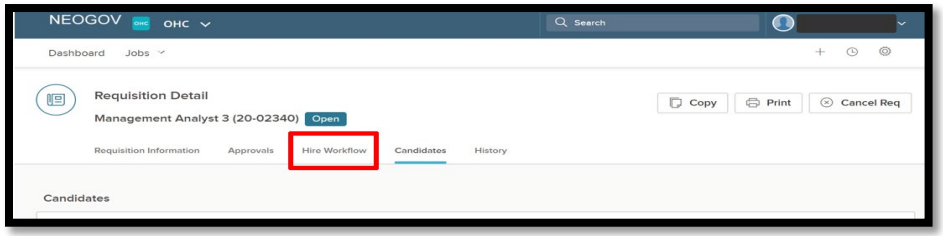
HOW TO SET UP INTERVIEW SCHEDULE IN NEOGOV

From **NeoGov**:

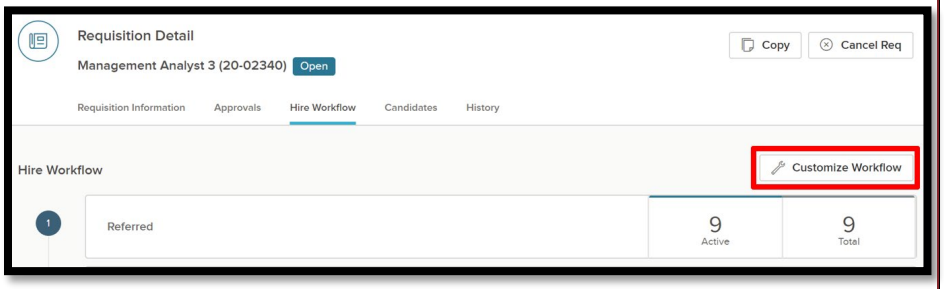
1. Look under My Candidates section and find the requisition you are wanting to get the applicant list from and click on the **Requisition Title**.



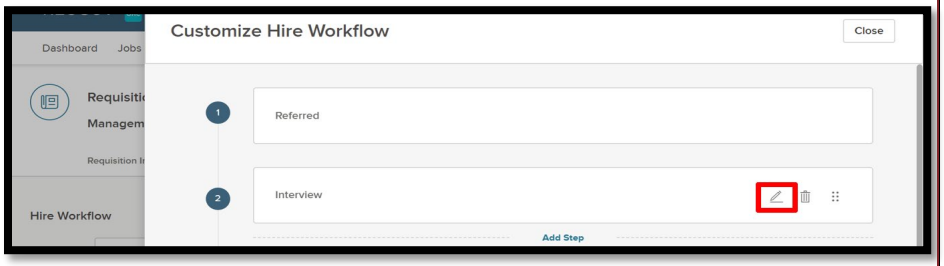
2. You will then automatically be taken to the **Candidates** tab. Click **Hire Workflow** tab.



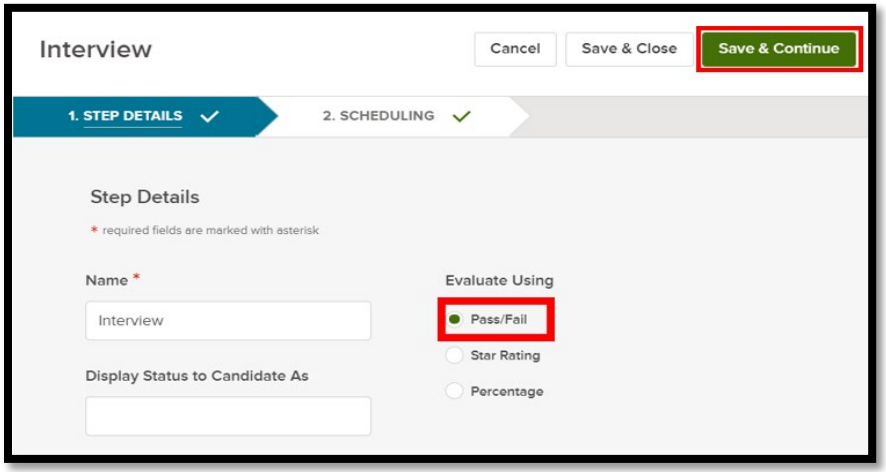
3. Click on **Customize Workflow**.



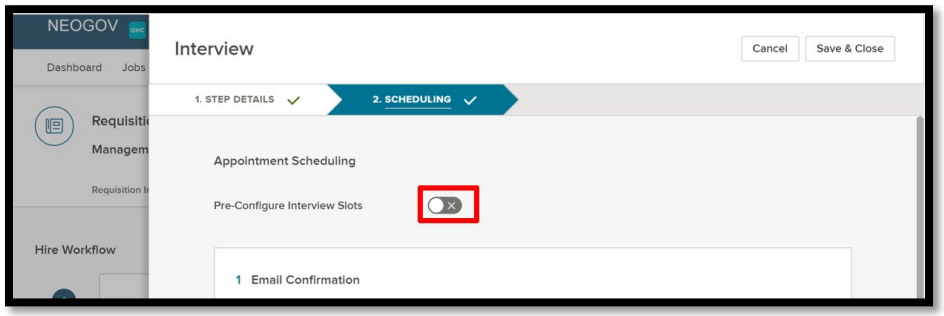
4. Click on the **Pencil** icon next to interview.



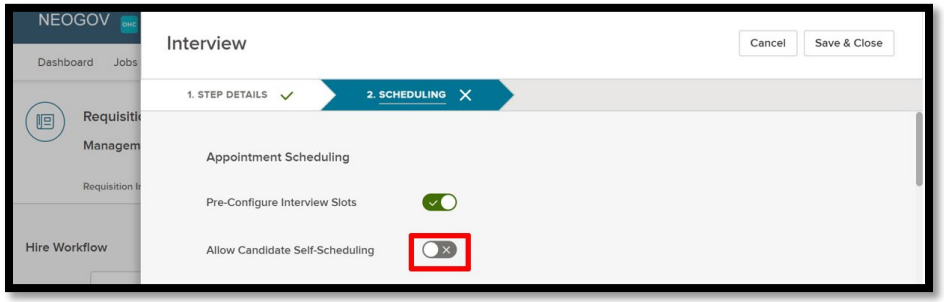
5. You will need to change Evaluate Using to **Pass/Fail**. Then click **Save & Continue**.



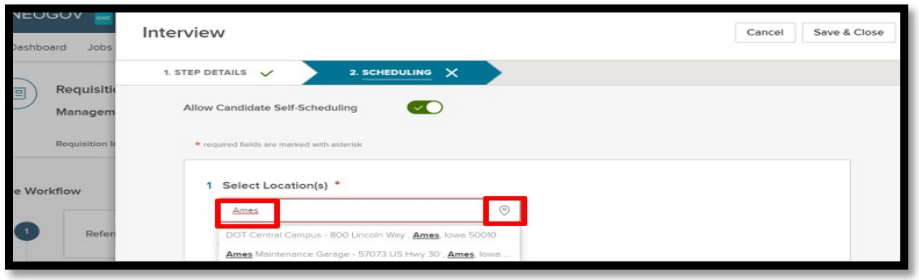
6. Click on the **Icon** next to Pre-Configure Interview Slots until it turns green.



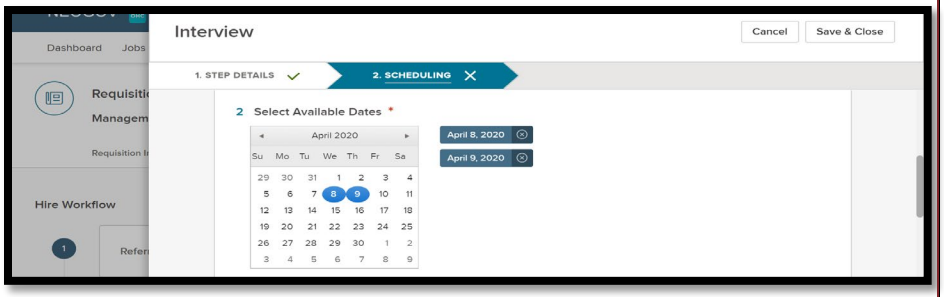
7. Click the **Icon** next to Allow Candidate Self-Scheduling until it turns green to allow the candidates to select their interview time



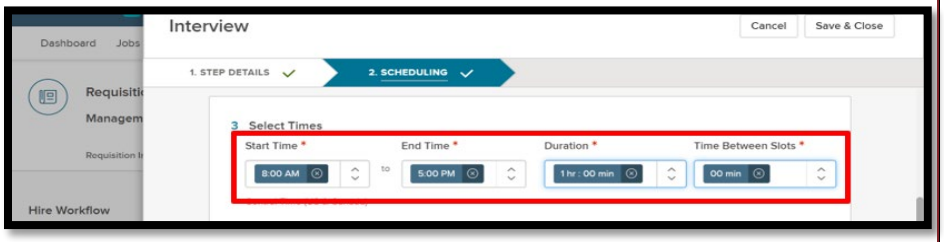
8. You can either start typing the **Location** in or click the **Icon** at the end to see all locations.



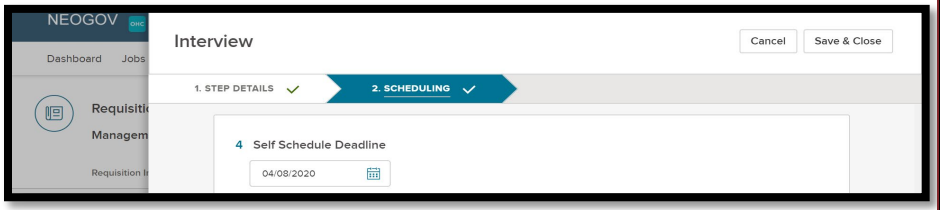
9. Select the **Date** you wish to interview on. If you wish to interview on more than one day, then you will need to come back to this step when you have completed step 13.



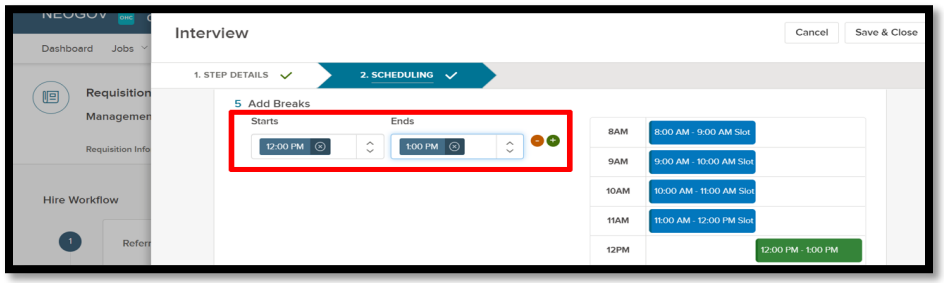
10. Select the **Start Time** & **End Time** (note – these will default to 8:00 AM and 5:00 PM). Select the **Duration** (length of the interview) and **Time Between Slots** (if you want them back to back or breaks in between)



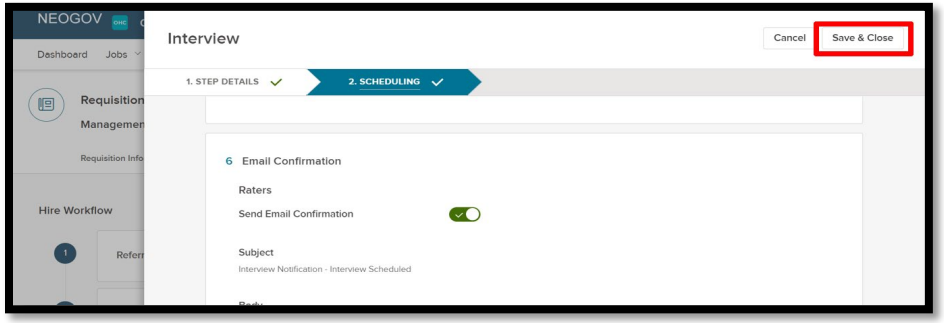
11. Section 4 is the **Date** you want applicants to select their interview slots by. At minimum, this should be two days before interviews, if not several days.



12. To add a lunch break or any other break, add **Starts** and **Ends** time of the break in section 5. If multiple breaks are needed, then select the ⊕.



13. Leave section 6 as is to send confirmation emails to the candidates once they have selected their interview time. Click **Save & Close**.

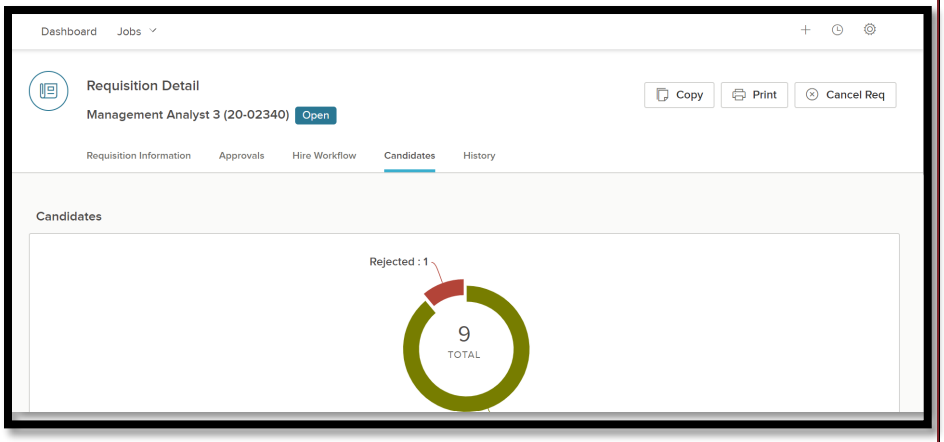


c

Note: This will not notify or code the candidates as interview for them to select an interview time. See the job aid ***NeoGov – How to Notify Candidate(s) to Schedule Interview***.

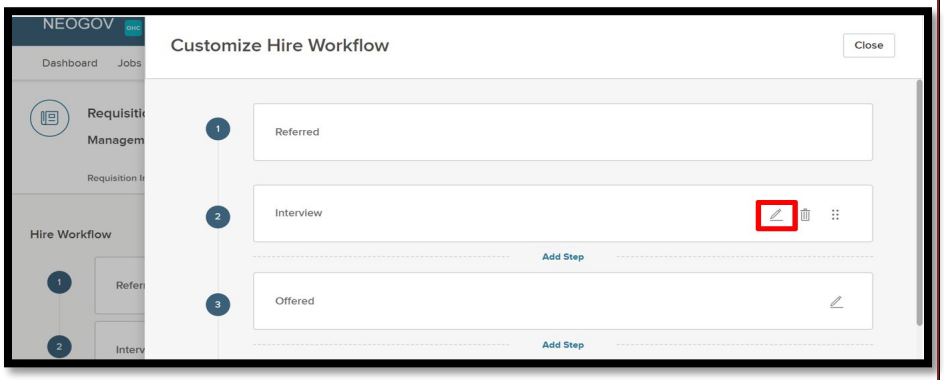
Note: If you need to add another day, please go back to step 9.

14. You will then need to return to the **Candidates** tab and select the candidates you have chosen to interview and code them - ensure they move to the Interview group

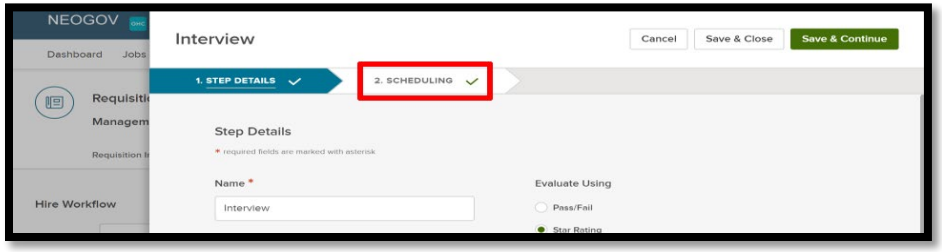


Note: If you need to correct or delete an interview time slot(s), then follow step 15. This can only be done if candidate(s) have not selected interview slots.

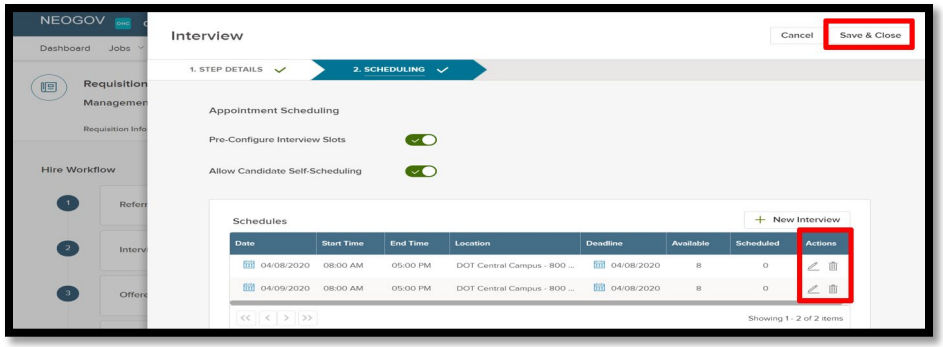
15. Click the **Pencil** icon.



16. Click on the **Scheduling** tab.



17. Click the **Pencil** icon to edit or the **Trash** icon can to delete the time slots. Then click **Save & Close**.



Now you have successfully completed setting up an interview schedule.