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INTERVIEW SCHEDULING (FOR
RECRUITERS)

USER GUIDE



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INTERVIEW SCHEDULING (FOR RECRUITERS)

Follow the steps here:

1. Select Interview Slot

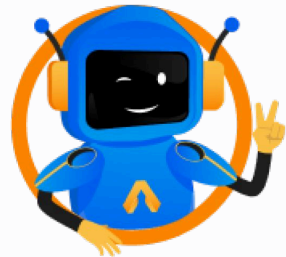
- After shortlisting candidates, go to the “Interview” section under the candidate’s profile.
- Choose a date and time that works best for you.

2. Send Invitation

- Click on "Send Invitation" to notify the candidate.

3. Track Scheduled Interviews:

- All scheduled interviews will appear in your calendar, and you will receive reminders ahead of time.



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