E-Recruitment User Guide:

Hiring Manager – Interview Scheduling
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1. Introduction

Following the completion of the candidate short-listing process, the manager responsible for a vacancy can create and manage interview schedules online. Candidates for the vacancy can then book their interview slots online via the Council’s recruitment website.

Interview schedules can be created with both single and multiple stages. When interview schedules are created, candidates are invited to attend via email or letter depending on the method of application.

The Council’s online recruitment site is provided by Oleeeo and their product is referred to as Oleeeo ATS (Applicant Tracking System).

When interview schedules are created and released, managers are able to login to Oleeeo ATS to view details of candidates that have booked their interview slots.

The following pages give a step by step guide in how to create interview schedules online using Oleeeo ATS.
2. Login to Oleeo ATS and Select your Profile

The link to access Oleeo ATS is available on Inform. Clicking the link on the ‘Popular Tasks’ page will take you to the login screen as described in the previous User Guide (Creating a Vacancy). To view and create an Interview schedule, select the ‘Hiring Manager’ profile. To do so, click on your username in the top left and select ‘Change Profile’ from the menu or select ‘Misc’ from the left hand menu and click the ‘Change Profile’ option:

The following screen will display a list of the user profiles available to you. Select the ‘Hiring Manager’ profile and click the ‘Change Profile’ button to select the appropriate profile:

Select ‘Hiring Manager’ and then click the ‘Change Profile’ button.
3. Creating an Interview Schedule – Single Stage

3.1 Entering Interview Properties

When the short-listing process has been completed the interview schedule can be created. To create an interview schedule, select ‘Interviews’ from the left hand menu and select ‘Create Interview Schedule’:

The interview schedule will need to include all relevant information the candidate will need prior to the interview so ensure you have the following information available:

- Interview venue
- Interview format (questions and answers, presentation etc)
- Duration
- Interview panel members
- Contact details should the candidate not be able to attend, need further information etc.
- Any other information relevant to the interview process

If the candidate(s) have applied online, this information will be visible for them to view on the Council’s recruitment site. If they have applied via a paper based application, this information will be included in the invite to interview letter that will be completed by Human Resources.

The above information will be recorded on the ‘Properties’ tab of the interview template when the schedule has been created:
When completing the vacancy title you may also wish to include the vacancy reference number.

The ‘Recruiter Description’ field can be used to record any relevant information about the interview process (this can only be viewed by the manager and HR). This field can be left blank if required.

The ‘Candidate Description’ field is used to record the details of the interview (as described on the previous page). This must be completed to ensure that the candidate has all relevant information about the interview.

Complete the remaining fields of the template as follows:

- Master location – the venue where the interviews are taking place. All main Council sites should be available from the drop down menu
- Min Alteration Notice – the time prior to the interview that candidates can no longer book a slot i.e. if you want to make the slots unavailable 24 hours before the designated time input ‘24’ in this field.
- Time Zone/Time Format – these can be left as the default values provided
- Interview type – choose the appropriate value (most likely to be ‘First Round Interview’)
- Co-ordinator – this is the officer responsible for the interviews (most likely to be the manager)
- Invite Email Template – this is the type of email the candidate will receive inviting them for interview. Choose the appropriate value (most likely to be Invite to 1st Interview)
- Booked Email Template – this is the type of email the candidate will receive when they select their interview slot. Choose the appropriate value (most likely to be Confirmed Attendance at 1st Interview).
When you have completed all fields click **Create** to create the interview.

### 3.2 Entering Interview Schedule

When the properties tab is complete, the next step is to create the interview schedule. This information is added on the ‘Schedule’ tab:

Complete the remaining fields of the template
Click +Add Slot to create your interview schedule. You will need to input the following information:

- **Slot Start Time/Slot Duration** – Your slot start time will be the time of your first interview (e.g. 9:30). The duration will be the time allocated to each candidate in minutes (e.g. 45)
- **Slot Spacing** – If you require a break after each interview enter the value in minutes (e.g. 15). If you do not require a break, leave this field blank
- **Slot Location** – The venue the interview will be taking place (e.g. Meeting Room 1, Conference Room etc). This will be visible to the candidates when they book their interview slot
- **Candidates Per Slot** – The number of candidates that can book a particular slot. If it is a one-to-one interview enter 1. If it is to be a group interview enter the number of candidates who will be assessed in a group situation. If any interviews are taking place concurrently then you will need to create a ‘Stream’. This is described in Section 4.2.
- **Number of Slots** – The number of sequential slots you require. If you want to include a break for lunch etc during your schedule, create the first part of your schedule then click to add the later slots.
- **Update iCal** – the iCal function is not used at present so these fields can be ignored.

Complete all relevant fields and click Create Slot:

Your interview schedule will have been created. If you want to delete any slots in your schedule, tick the box next to the slot you want to delete and the ‘Delete Slot’ button will become active. Click to delete the slot(s):
You can edit the slots you have created individually by clicking the icon and making the necessary changes or select and click to edit all of the slots in your schedule.

Select the ‘Interviews’ tab to view the schedule in list view. When the schedule is released, you can view the names of candidates who have booked their slots in the ‘Booked Candidates’ column:

The final stage is to confirm the vacancy for which the schedule has been created. To do so, click the ‘Candidate Access’ tab and select : 
Search for your vacancy in the new window that appears. When you have found the vacancy, highlight it and click Add Selected Vacancies:

To complete the process, return to the ‘Properties’ tab and click Save. When this is completed, contact your HR officer to advise them that the schedule has been completed. HR will then invite the candidates to attend the interview via Oleo ATS.

4. Creating an Interview Schedule – Multiple Stages

Interview schedules with multiple stages (group exercises, presentations etc) can also be created using WCN ATS. Each of the stages (known as ‘Streams’) are created separately.
and then linked together to create the individual interview slots. Oleoo ATS refers to interviews with multiple stages as an ‘Assessment Centre’.

4.1 Entering Assessment Centre Properties

To create an assessment centre, select ‘Interviews’ from the left hand menu and select ‘Create Assessment Centre’:

Select ‘Create Assessment Centre’ from the menu

Complete the ‘Properties’ tab as described in Section 3.1:
When you have completed all fields click **Create** to create the assessment centre.

### 4.2 Entering Assessment Centre Schedule

When the properties tab is complete, the next step is to create the stages of the assessment centre schedule. This information is added on the ‘Schedule’ tab:

The stages of an assessment centre are referred to by Oleo ATS as ‘Streams’. To create an assessment centre, each stream is created, time slots are added then the streams linked to create an interview slot. In the following example, the interview process is a group exercise followed by a one to one interview. To add a stream, click **Add Stream**:

- Enter the title of your stream e.g. Group Exercise
Give the stream a title (e.g. group exercise) and click **Create Stream**. Your stream will be created:

Click **Add Slot** to add the slot(s):

Enter the schedule details as described in Section 3.2. In the example below, a group exercise has been created and made available to 6 candidates. Click **Create Slot** to create your schedule:
Your stream will now be updated with your schedule details. Click **Enter schedule details** to add the second stage of your assessment centre:

Enter the schedule details as described above. In the example below, 6 individual interviews have been created. Click **Create Slot** to create your schedule. You will now see both stages of your assessment centre (in the example below a group exercise followed by a one to one interview):
The final stage is to link the time slots of your streams together to create interviews for candidates. To do so, click **Link slots to create interviews** and then click the slots you want to link together (the slots will be highlighted in green when you select them). In the example below the group exercise and an interview have been linked. Click **Create New Interview** to create your interview:

Repeat the process to create the rest of the interviews. As the interviews are created, any slots that are no longer available are highlighted in grey (in the example below the first individual interview has been created so is no longer available to select:}
Select the ‘Interviews’ tab to view the schedule in list view. When the schedule is released, you can view the names of candidates who have booked their slots in the ‘Booked Candidates’ column:

The final stage is to confirm the vacancy for which the assessment centre has been created. To do so, click the ‘Candidate Access’ tab and select: 

Details of candidates will appear here
Search for your vacancy in the new window that appears. When you have found the vacancy, highlight it and click **Add Selected Vacancies**.

To complete the process, return to the ‘Properties’ tab and click **Save**. When this is completed, contact your HR officer to advise them that the schedule has been completed. HR will then invite the candidates to attend the assessment centre via Oleoo ATS.