

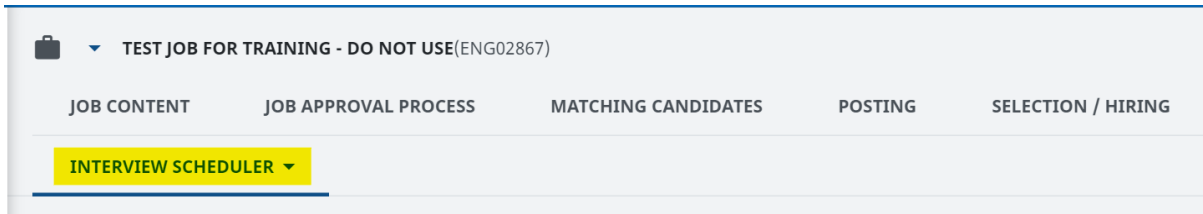
## **Inviting candidates to interview on Talentlink**

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## 1. Introduction

Talentlink is introducing a slightly new Interview Scheduler and new interviews will need to be set up following the guidance below.

The 'Interview Scheduler' tab/functionality remains the same - you will still be able to create interview slots via this tab – please see below screenshot:



Any interviews set up before **27<sup>th</sup> May 2024** will remain functional and viewable on the site.

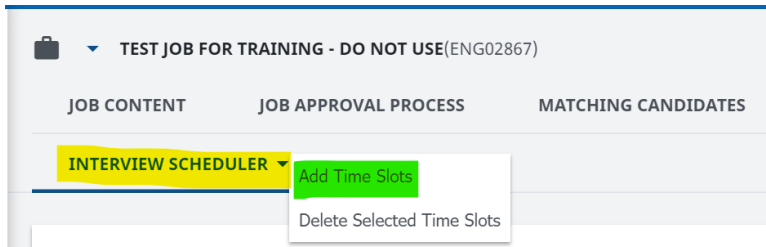
## 2. Information needed

Before proceeding to this stage please ensure you:

- Have moved all applicants to '*In Process*' status on Talent Link.
- Have the complete Interview Schedule form from the hiring manager/department.

### 3. Inviting a single candidate to interview

- First create the time slots for the interviews via the **Interview Scheduler** tab - click on the arrow next to it and select **Add Time Slots**.



A pop-up will open – please complete the fields as per below:

- **Selection Step:** Pick Interview 1. Only pick Interview 2 if you are scheduling a second interview for a candidate or the candidate had previously declined the original invite.
- **Lead Interviewer:** Members of the operational team will be listed. Whoever is picked will receive updates each time a candidate picks an interview slot (this functionality can be turned off when sending the invites).  
**Best practice is to list yourself here to prevent the hiring manager/panel from receiving too many unnecessary emails in their inbox. Panel members are able to monitor the interview scheduler tab in their Talent Link account.**
- **Date:** Pick the date of the interview.
- Make sure to tick **Single Meeting**
- **Number of concurrent slots:** Leave as 1.
- **Location:** Click on Standard location for interviews on campus/remote. You can also use 'one time location' if your location is not listed under standard location.
- Click **SAVE**

**ADD TIME SLOTS** ✕

Selection Step **required**

**INTERVIEWER(S)**

ⓘ Please select step first

**TIME SLOTS**

Date **required** 05/04/2024 📅 Europe/London

Start time **required** 08:00 🕒 Europe/London

Meeting duration 01h:00m

End time **required** 09:00 🕒 Europe/London

Number of Concurrent Slots 1

**LOCATION**

Location **required**

Single Meeting  
 Series of Meetings

Standard location  
 One time location  
 Over the phone

CANCEL SAVE

- Your Interview Scheduler is now set up – should you need to edit a specific time you can do so by clicking on the **edit** button. You can also **delete** a row if the timeslot is not needed anymore:

05/04/2024

<input type="checkbox"/>	<span>📅</span> 08:00 - 09:00	Gabriela Sinu	via Microsoft Teams	Interview 1	<span>📅</span> <span>✎</span> <span>✕</span>
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- Next go to the **Selection/Hiring** tab to see the list of candidates.
- Tick the name of the shortlisted candidate and click on **Proceed** (green button):

TEST JOB FOR TRAINING(PRS00265)

JOB CONTENT    JOB APPROVAL PROCESS    MATCHING CANDIDATES    POSTING    **SELECTION / HIRING**    INTERVIEW SCHEDULER

🕒 In Process ✕ All candidate types ▼ All Steps ▼ Any step status ▼ 🔍 Filter by keyword

1-3 of 3 records, 2 items selected REJECT PROCEED ⋮ ⚙️

Items per page: 10 20 50 100

|< < page 1 / 1 > >| Go to page ▼

<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED STEP	QUESTIONNAIRE 1	HIGHLIGHTED TAGS	MOST ADVANCED STEP
<input type="checkbox"/>	<span>🔍</span> Filter	<span>🔍</span> Filter		<span>🔍</span> Filter	<span>🔍</span> Filter	<span>🔍</span> Filter		<span>🔍</span> Filter		<span>🔍</span> Filter
<input type="checkbox"/>	Clark, Anne	<span>📄</span>		25/08/2023	Talentlink	In Process	-			Panel Decision Status: Submitted
<input checked="" type="checkbox"/>	Sinu, Gabriela	<span>📄</span> 0		25/08/2023	Career Site	In Process	-		<span>✈️</span> <span>📄</span> <span>📄</span>	Panel Decision Status: Submitted

- A pop-up will then open → please click on **Interview 1** and click **OK**.  
(If you are scheduling a second round of interviews, please select Interview 2).

New Status In Process

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Comments

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Next step

- Telephone Interview
- Interview 1**
- Interview 2
- Saville Assessment
- Saville Assessment 2
- Verbal Offer
- Reference Check 1
- Reference Check 2
- Reference Check 3
- OH Questionnaire
- Contract Sent
- Do not start another step

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Close the most advanced step ⓘ

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CANCEL **OK**

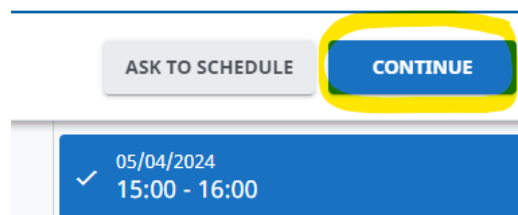
On the new page that appears, please pay attention to the following:

- Ensure that under the **‘Pick slots from’** section you have **Requisition** selected (this option must be selected when inviting candidates to interview using the slots created from the Interview Scheduler):
- Please also ensure that **Self-booking** has been switched **‘Off’** (this must be selected to assign a previously created slot to a candidate)

<p>Pick slots from</p> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #0070C0; padding: 2px 10px; background-color: #ffff00;"><b>Requisition</b></div> <div style="border: 1px solid #0070C0; padding: 2px 10px;">Define now</div> </div>	<p>Self-booking</p> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid #0070C0; padding: 2px 10px; background-color: #ffff00;"><b>Off</b></div> <div style="border: 1px solid #0070C0; padding: 2px 10px;">On</div> </div>
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- This page also allows you to confirm that you have selected the shortlisted candidate to interview and allows you to assign the interview slot you previously created to this candidate:

- Once you are happy with all the information on this page, please click on the **CONTINUE** button in the top right corner:



- A pop-up will open to let you prepare the emails for the candidate and panel members (if required).

a. *Notify candidate:* This is the email the candidate will receive with their interview details. You will need to edit the template by clicking on the pencil icon to add the specific details of the interview.

The current selected template is for remote/video interviews for non-academic candidates. If you need to pick one of our other templates, delete the current template and start typing the name of the template you would like to use.

There are four templates to pick from:

**IC In-person Interview Confirmation to Candidate (Academic or Non-Academic)**

**IC Video Interview Confirmation to Candidate (Academic or Non-Academic)**

IC In-person

- IC In-person Interview Confirmation to Candidate (Academic)
- IC In-person Interview Confirmation to Candidate (Non-Academic)

IC Video Interview

- IC Video Interview Confirmation to Candidate (Academic)
- IC Video Interview Confirmation to Candidate (Non-Academic)

In the template, all details listed between brackets and percentages [%...%] will be automatically added to match the vacancy and interview times. All other details will need to be edited or deleted as needed.

IC Video Interview Confirmation to Candidate (Non-Academic)

From

Gabriela Sinu (gabioliviasinu1@gmail.com)

**Interview for the position of [%job\_opening\_name%] Ref: [%job\_number%]**

Dear [%First\_Name%] [%Last\_Name%],

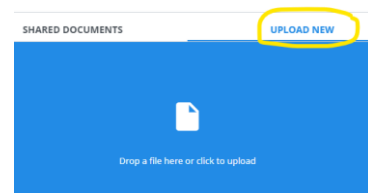
I am delighted to invite you to an interview for the position of [%job\_opening\_name%] Ref: [%job\_number%], the details of which are as below:

Date: [%interview\_date%]  
 Time: [%interview\_start\_hour%]  
 Online interview via Microsoft Teams/Zoom – a link will be sent to you separately.

The interview is expected to last [NUMBER] minutes, and there will be time for you to ask questions at the end of the interview.

You can also add an attachment with the interview invite email if you wish, to do this please click on 'Add Attachment' at the bottom of the email template and then select 'New Upload':

 Add Attachments



b. *Notify Interviewers: Slot selection confirmation to Interviewer:* **DO NOT USE** as this can create a lot of additional emails in the Interviewers inbox/calendar, it will trigger an email from TalentLink to the Lead Interviewer (listed when creating time slots) who may not have their calendar set as 'private'

d. *Feedback due date:* you can leave this field as it is as we are not using this feature.

Once you are happy with the set-up and the email to be sent to candidate, click **Submit**. **THIS SENDS THE EMAIL INVITE TO THE CANDIDATE.**

Invite candidate(s)

IC Interview Invitation to Candidate

Slot selection confirmation to Candidates

IC Video Interview Confirmation to Candidate (Non-Academic)

Slot selection confirmation to Interviewers

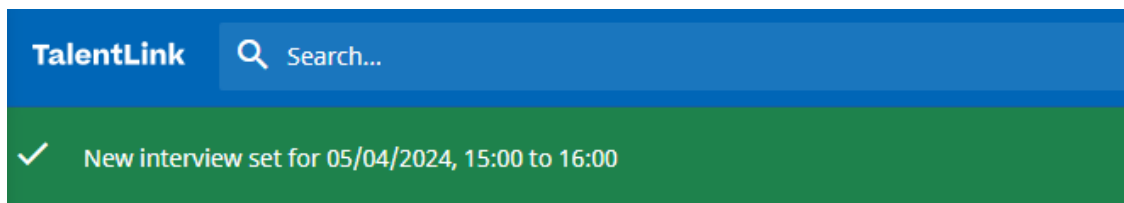
IC Interview - Confirmation to Interviewer

Time for Feedback: Number of days after meeting

Feedback due (days):

BACK

A green pop-up will appear to say that the invitations have been sent.



Once the invited has been sent and you see the above confirmation message, the candidate is automatically assigned to this slot in the Interview Scheduler:

05/04/2024	15:00 - 16:00	Gabriela Sinu	via Microsoft Teams	Interview 2	Cheryl Ponnou (Imperial) »
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#### 4. Editing the Invite

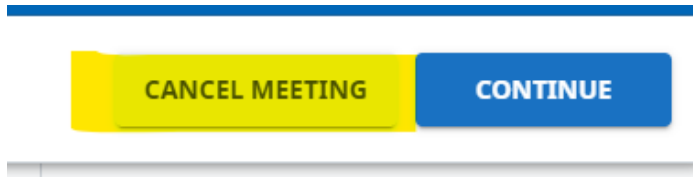
##### a. Candidate wants to cancel their interview

Click on the candidate's name – once the next page opens, go to the *Interview 1 Selection Step* and click on **See Meeting Details**:

Interview 1	Meeting Confirmed (Ponnou Cheryl) Meeting date 25/03/2024 From 12:00 to 13:00 (Europe/London) Meeting location: Charing Cross Campus, London, Charing Cross Campus St Dunstan's Road 21/03/2024 11:12 Europe/London Created By Gabriela Sinu 21/03/2024 11:09 Europe/London Created By Gabriela Sinu	<a href="#">See Meeting Details</a> <input checked="" type="checkbox"/> Interview for the position of TEST JOB FOR IN... <input checked="" type="checkbox"/> Interview for the position of TEST JOB FOR IN...
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In the pop-up, please click **Cancel Meeting** in the top right corner:



Another pop-up will open – here you can decide who will receive the Interview Cancellation email.

If you leave the toggle on for the Cancellation to Candidate – this will send an email to the Candidate to confirm interview cancellation.

If you leave the toggle on for Cancellation to Interviewer – this will send an email to the Lead Interviewer (listed under the Interview Scheduler when initially creating time slots) to confirm interview cancellation.

**You may wish to switch both of these toggles off and just Cancel Interview if the candidate/hiring team have already been informed of the interview cancellation via email.**

A screenshot of a 'CANCEL INTERVIEW' pop-up form. At the top left is the title 'CANCEL INTERVIEW' and a close 'X' button. Below the title, the candidate's name 'Gabriela (Hotmail) Sinu' and the time '12:00 (60minutes)' are displayed. Underneath, there are two columns of details: 'TEST JOB FOR INTERVIEW SCHEDULER' and 'Interview 1' on the left; 'Monday, 25/03/2024' and 'Charing Cross Campus W6 8RP London, Room' on the right. Below this, there are two toggle sections. The first is 'Cancellation to Candidate' with a blue toggle switch turned on. Below it is a dropdown menu showing 'IC Interview Cancellation to Candidate' with an edit icon. The second section is 'Cancellation to Interviewer(s)' with a blue toggle switch turned on. Below it is a dropdown menu showing 'IC Interview - Cancellation to Interviewer' with an edit icon. At the bottom right, there are two buttons: a grey 'BACK' button and a red 'CANCEL INTERVIEW' button.

Once you have clicked **Cancel Interview**, the candidate's name will be removed from the interview scheduler.

At this point, please also remember to update the candidate's application status to **'withdrawn'** as this is crucial for reporting purposes.

**b. Candidate declined original interview invite, but is available for another time/date**

If the candidate rejected *Interview 1* and the hiring team are happy to offer an alternative slot, you will need to create a new slot under *Interview 2*.

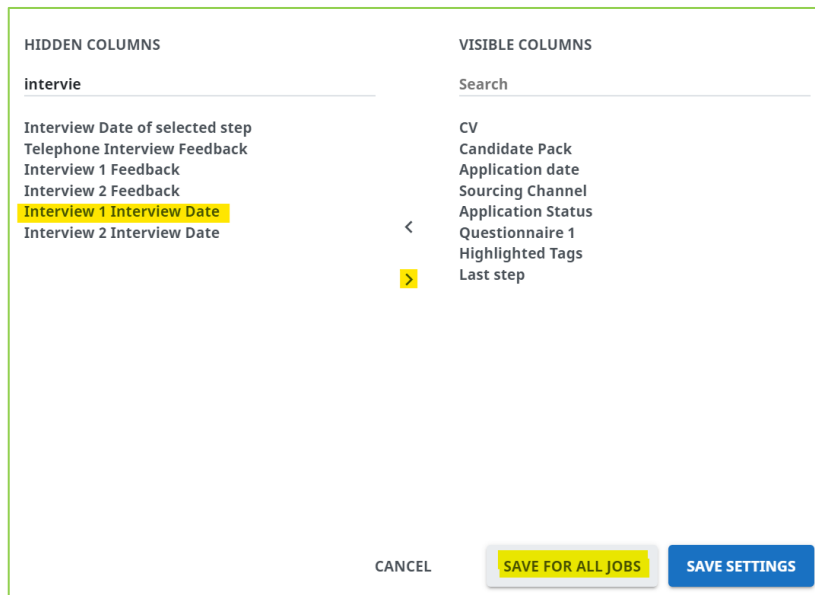
First create a new time slot specifically for this one candidate, please [see section 3](#) on how to create a time slot. **Please remember to select Interview 2 when creating this new time slot.**

Once the new *Interview 2* slot has been created, please follow the same steps as show in [section 3](#) that cover how to send out the interview invite.

**5. Checking candidate replies**

To monitor which candidates have selected or not selected a time slot, go to the **Selection/Hiring** tab.

You will need to set up a new column for all jobs. Click on the  . A pop-up will open. In Hidden Columns search for "Interview 1 Interview Date "(the same principle applies to Interview 2 Interview Date). Click on it and click on >. Once the column is in Visible Columns, you can click on **Save for All Jobs**.



Once set up, you will have new columns added to the display of candidates. When candidates have booked on a slot you will see the date and time as below and you can select to filter in date order.

<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	QUESTIONNAIRE 1	MOST ADVANCED STEP	INTERVIEW 1 INTERVIEW DATE	INTERVIEW 2 INTERVIEW DATE
<input type="checkbox"/>	Sinu (Gmail), Gabriela			15/03/2024	Talentlink	In Process		Prescreening Status: Closed	-	-
<input type="checkbox"/>	Sinu, Gabriela (Hotmail)			15/03/2024	Talentlink	In Process		Interview 1 25/03/2024 13:00 Status: Meeting Confirmed	25/03/2024 13:00	-
<input type="checkbox"/>	Sinu (Imperial), Gabriela			15/03/2024	Talentlink	In Process		Interview 2 31/03/2024 09:00 Status: Meeting Confirmed	-	31/03/2024 09:00

Statuses remain the same and will be listed in the Last Step column.

- "Meeting confirmed" if the candidate has picked a timeslot
- "Invitation sent" if the candidate hasn't replied
- "Invitation Declined". To learn more, click on the candidate's name, and check the **Interview 1 step** to see if they have written a message when declining the interview.

Interview 2 See Meeting Details

Invitation Declined (Talentlink System) Candidate message *Sorry I cannot attend on this date, would the interview panel be able to offer an alternative interview date?*

05/04/2024 10:26 Europe/London Created By Gabriela Sinu Interview for the position of TEST JOB FOR IN...

## 6. Rejecting candidates

Candidates who are not shortlisted for interview or are being rejected after interview should be informed of the outcome in a timely manner. To do so please click on the **Selection/Hiring** tab.

Please then select the candidates that need to be rejected and click on the red **REJECT** button in the top right corner:

JOB CONTENT    JOB APPROVAL PROCESS    MATCHING CANDIDATES    POSTING    **SELECTION / HIRING**    INTERVIEW SCHEDULER

In Process    All candidate types    All Steps    Any step status    Filter by keyword

1-6 of 6 records, 2 items selected

**REJECT**

page 1 / 1    Go to page

<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	QUESTIONNAIRE 1	MOST ADVANCED STEP	INTERVIEW 1 INTERVIEW DATE
<input checked="" type="checkbox"/>	Ponnou (Gmail), Cheryl			15/03/2024	Talentlink	In Process		Interview 1 Status: Closed	-
<input checked="" type="checkbox"/>	Ponnou (Hotmail), Cheryl			15/03/2024	Talentlink	In Process		Interview 1 Status: Invitation Declined	-

In the pop-up that opens, please ensure you select ‘**contact candidate by email**’ and click **OK**:

**SELECT NEXT ACTION**

Do you want to contact candidates?

Contact Candidate by Email

Contact Candidate by Letter

Do not contact

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Do you want to link candidates to your talentpool?

Link to Pool

Link to Job

SELECT

SELECT

CANCEL OK

In the next pop-up please ensure to select the correct email template when reject the selected candidates:

- When rejecting candidates who have not been shortlisted, please use: *IC Regret after Shortlisting*.
- When rejecting candidates who have been interviewed, please use: *IC Regret after Interview 1*.

Once you have selected the correct email template, please click **SEND**.

**Please note that once you click SEND, the rejection emails will be triggered off to the selected candidates.**

Use an Email Template **IC Regret after Shortlisting**

Select an Email Template

IC Regret after Shortlisting

IC Regret after Interview 1

IC Diversity Questionnaire

Confirmation of start date email

Subject required

For any queries or issues, please email [support.jobs@imperial.ac.uk](mailto:support.jobs@imperial.ac.uk).