> ⬡ Human Resources must refer candidate before you can set up the self-schedule interview.
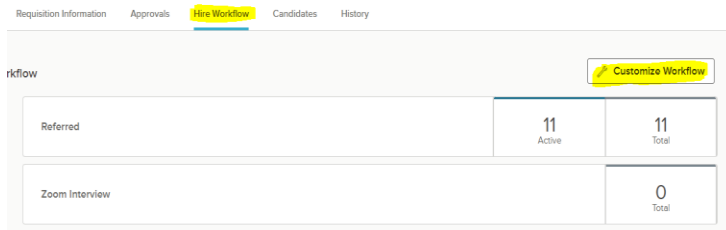
Step A: Find the Requisition.

Navigation path 1: Click the requisition title under the My Candidates tab.

Navigation Path 2: hover over Jobs and click Requisitions.

Click the search bar and search by requisition number, job title and/or department.

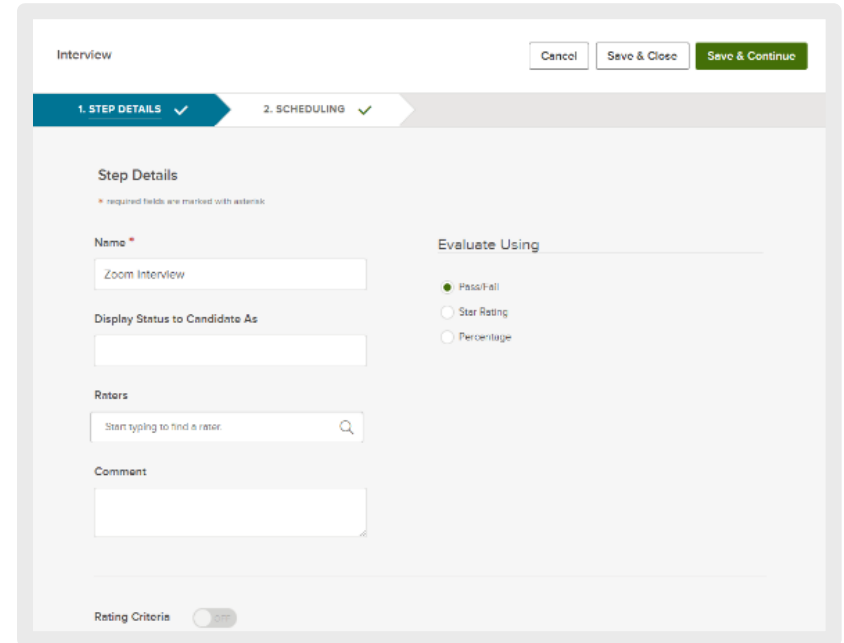1. **Click on the Hire Workflow tab on the top of the screen and click on Customize Workflow.**

2. **Select the edit icon ✏. You can change the name as appropriate (i.e. zoom, phone or in-person interview).**

> ⬡ Please make sure pass/fail is selected.

3. **Click save & continue**

Step B: Scheduling.

1. **Check Pre-Configure Interview time slots and Allow Candidate Self-Scheduling.**

2. **Select location (Zoom is an option).**

3. **Select which dates you are going to interview.**

> ⬡ Please turn off send email confirmation under raters. If turned on, it will send an email to everyone in the requisition.

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4. **If there are multiple interview dates with varying interview times, click on the edit icon ✎ and adjust the dates, times and break times as needed for each date.**

5. **Click Save & close.**

6. **Click Close.**

*Note: Everything you entered will be saved once you click close

Step C: Move candidates to Interview Step

1. **Navigate to the Candidates tab.**

2. **Select the candidates that are invited to the interviews.**

3. **Click on Actions drop down menu**

4. **Select Move to [insert name of step you just created] step from the actions drop down to move candidates.**

5. **Click the candidates on the donut shaped chart**

Step D: Send out notification emails.

1. **Click the top check box to the left to select all candidates. As needed, increase the number of items per page to ensure all candidates are selected.**

2. **Click on Send notices on the Actions drop down menu.**

3. **Select the "self-schedule your interview (Copy)" template**

4. **Click Override.**

5. **All words that are in <karats> will be automatically populated by NEOGOV. Please edit any words you see in quotations marks "".**

6. **Edit the template as appropriate and click Done**

7. **Click on Sample Candidate to see how the email will look to candidates.**

8. **Click override and continue editing until you are pleased with the result.**

9. **If the email looks good, click send and all candidates that were selected will receive this email notice.**

> **As people start to sign up for their desired time, you'll see a date/time listed in place of "Unscheduled" next to their name on the OHC side.**
>
> **If candidates call unable to get scheduled, you can sign them up for an interview time by clicking on "Unscheduled" and choosing the location for the interviews. Click on their preferred time and save.**
>
> ***If the location is not set up, click settings on the main OHC page and then select "Test Locations" and add your location. If you want**

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phone interviews, select the "Phone" location, if doing Zoom interviews, select Zoom as location.