

# Quick Guide

# **Invitation to interview**



**HR** MANAGER  
TALENT SOLUTIONS

# Overview

Inviting candidates to an interview can be done directly from the system and be forwarded to your own calendar.

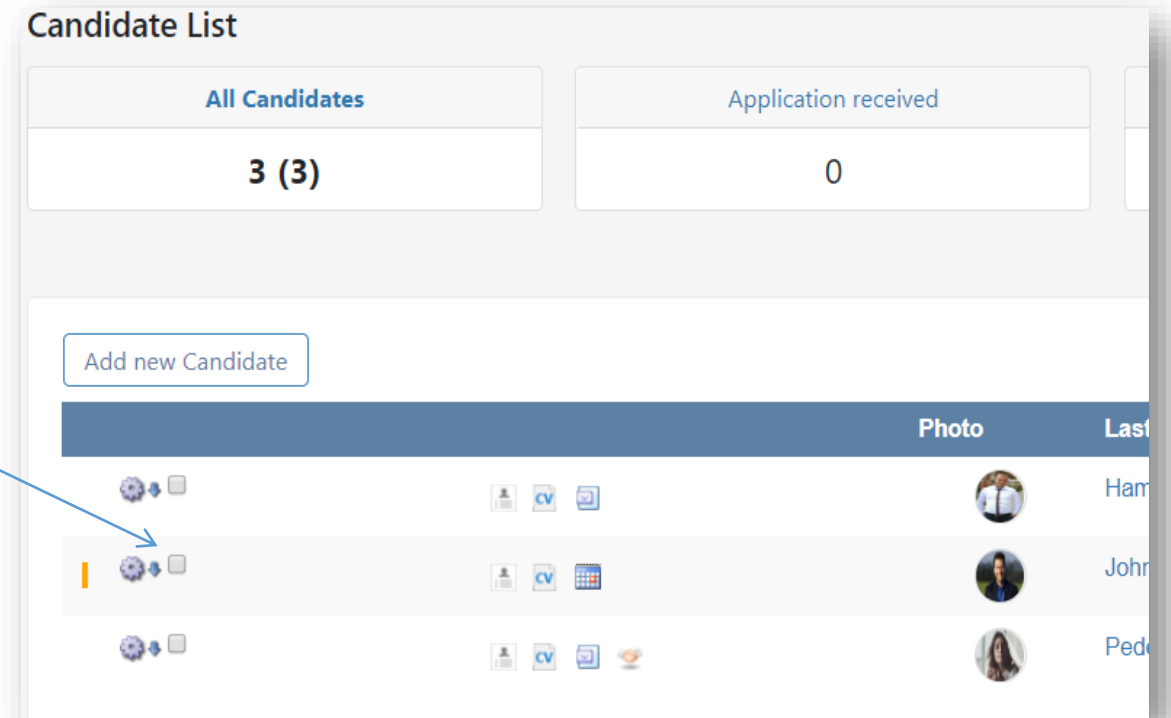
In this guide, these steps will be explained as well as a few tips:

- [Inviting candidate\(s\) to interview](#)
- [Select email template](#)
- [The calendar appointment](#)
- [Date and time](#)
- [Calendar options](#)
- [Calendar options in Outlook](#)
- [Add participants](#)
- [Completing the calendar appointment](#)
- [Send email to candidate\(s\)](#)
- [Candidate response](#)
- [Candidate acceptance](#)
- [Modify the calendar appointment](#)

# Inviting candidate(s) to interview

Inviting candidate(s) to an interview, can be done directly from the candidate list on the specific project.

Select the required candidate(s) for the invitation on the candidate list by checkmark.

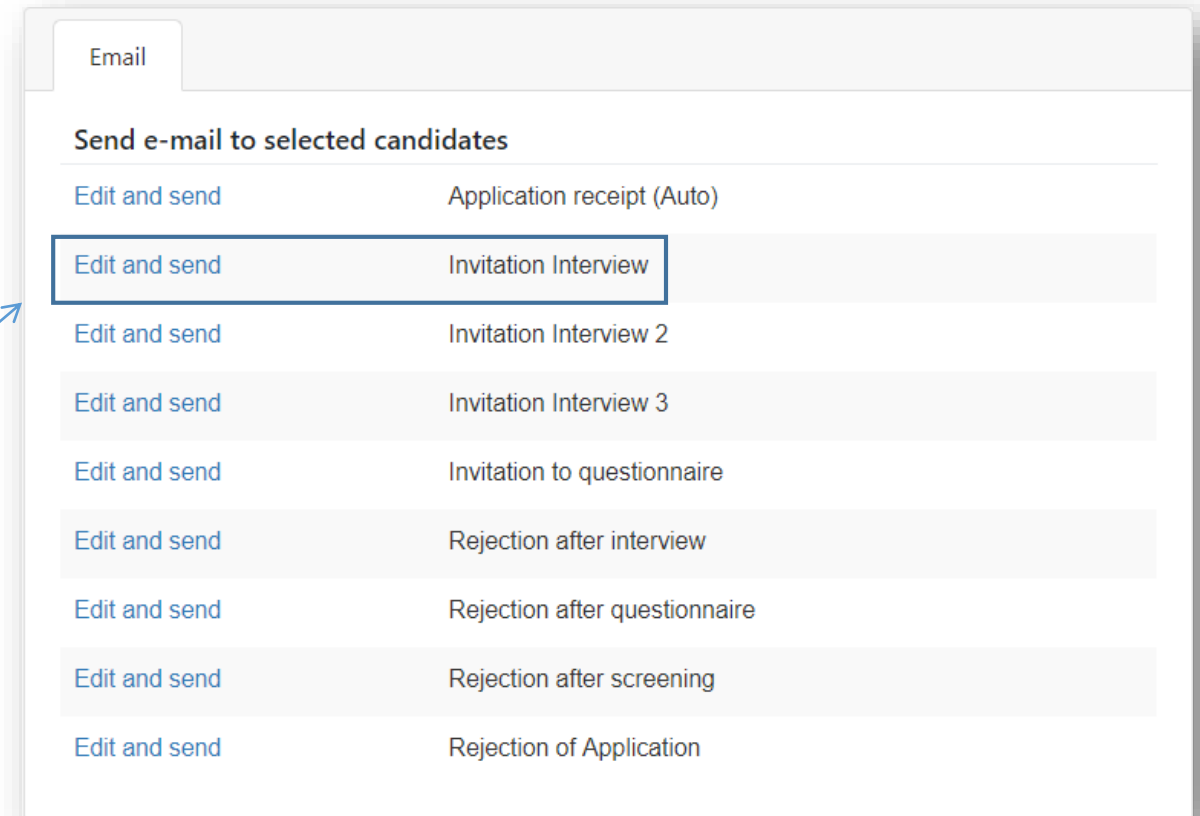


# Select email template

A list of the available email templates is located in the right bottom corner of the candidate list.

Select correct email template and click 'Edit and send'.

In this example 'Invitation interview' is selected.



# The calendar appointment

Following template will then be displayed, after clicking 'Edit & send'.  
Fill out 'Subject, 'Location' and optional 'Description'.

Send e-mail template

Europe > Main project (143575)

Selected candidates

Tor Johnsen

Schedule an interview

Subject

Location

Lynqbyvej 28, København Ø, Hovedstaden, Danmark

(Select address to show in Google Map on advertisement.)

Short description to candidate

Start time

Start date/time

Duration

Minute(s)

☐

Click here to add multiple times

Advanced Settings

The settings below only apply for the calendar appointment in Talent Recruiter.

☒ Private

- Visible only to invited users in calendar appointments

☐ Project

- Visible to invited users and all project participants in calendar appointments

☐ Public

- Visible to invited user, project participants, project leader and administrators in calendar appointments

When exporting to Outlook, the calendar appointment can be saved as **Private** or **Public**

☒ Private

☐ Public

Selected participants

Invite other users in the system and send them an outlook invitation and candidate information/documents.

[Add participants](#)

Participant	Type	
Dan Bloch	User	<a href="#">Delete</a>

Send candidate documents

Choose what kind of candidate information you will send to other users.

☐ CV

☐ Other documents

Cancel

Proceed

# Date and time

## One candidate invitation:

Select 'Start time'; date and time, along with duration of the interview.

## Multiple candidates invitation:

Do as above, and for candidates to choose multiple times, tick 'Click here to add multiple times'.

You then add the wanted times in the scheme below with required date and times.

**NB:** Create at least one time slot per candidate.

Send e-mail template

Selected candidates



Tor Johnsen

Schedule an interview

Subject

Location  (Select address to show in Google Map on advertisement.)

Short description to candidate

Start time   

Duration  Minute(s)

☒ Click here to add multiple times

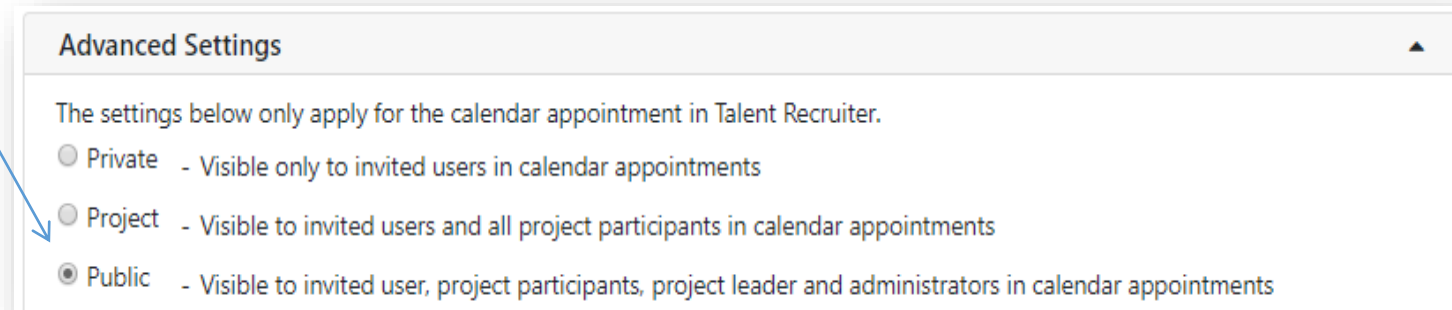
Appointment Time(s)

Start time	End time	Actions
No records to display		
<input type="checkbox"/> Allow candidate to suggest new time		

# Calendar options

Furthermore, it is possible to define the privacy of the appointment visible in HR Manager calendar.

- **Private** - Only visible to the invited users
- **Project** - Visible to the invited users and all the project participants
- **Public** - Visible to invited users, project participants, project leader and administrators



**Advanced Settings**

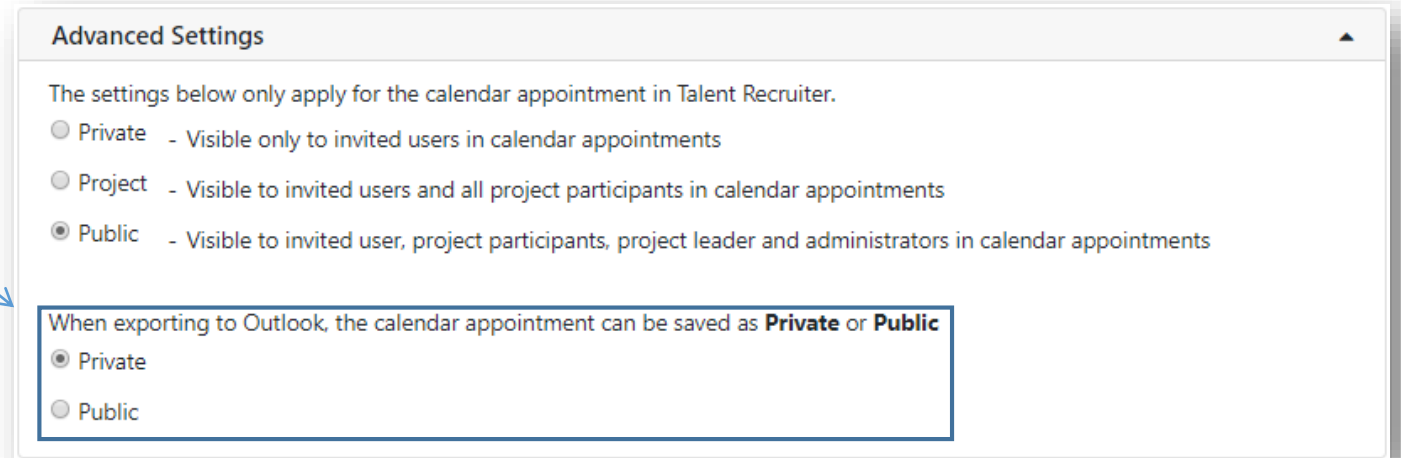
The settings below only apply for the calendar appointment in Talent Recruiter.

- ☐ Private - Visible only to invited users in calendar appointments
- ☐ Project - Visible to invited users and all project participants in calendar appointments
- ☒ Public - Visible to invited user, project participants, project leader and administrators in calendar appointments

# Calendar options in Outlook

Additionally, you can choose how you wish the calendar appointment to be saved within your Outlook calendar.

Choose if you want a private appointment that is only visible for you, or a public that is visible for all you share calendar with.



**Advanced Settings**

The settings below only apply for the calendar appointment in Talent Recruiter.

- ☐ Private - Visible only to invited users in calendar appointments
- ☐ Project - Visible to invited users and all project participants in calendar appointments
- ☒ Public - Visible to invited user, project participants, project leader and administrators in calendar appointments

When exporting to Outlook, the calendar appointment can be saved as **Private** or **Public**

- ☒ Private
- ☐ Public



# Add participants

Multiple participants can join the invitation.

Simply click 'Add participant' to add participants.

All participants will receive a calendar appointment directly in their email account.

Furthermore, it is possible to send the candidate's documents as attachments in the calendar invitation to the participants.

Selected participants

Invite other users in the system and send them an outlook invitation and candidate information/documents.

Add participants

Participant	Type	
Dan Bloch	User	Delete

Send candidate documents

Choose what kind of candidate information you will send to other users.

☐ CV

☐ Other documents

# Completing the calendar appointment

Once the calendar appointment is completed, click 'Proceed'.  
A preview of the email will be displayed before sending it.

Send e-mail template Europe > Main project (143575)

**Selected candidates**

Tor Johnsen

**Schedule an interview**

Subject

Interview

Location

Lynqbyvej 28, København Ø, Hovedstaden, Danmark



(Select address to show in Google Map on advertisement.)

Short description to candidate

Please bring Certificates

Start time

10/23/2018 12:00 AM

Duration

20

Minute(s)

☒ Click here to add multiple times

Appointment Time(s)

Add

Start time

End time

Actions

No records to display

☐ Allow candidate to suggest new time

**Advanced Settings**

The settings below only apply for the calendar appointment in Talent Recruiter.

☐ Private

- Visible only to invited users in calendar appointments

☐ Project

- Visible to invited users and all project participants in calendar appointments

☒ Public

- Visible to invited user, project participants, project leader and administrators in calendar appointments

When exporting to Outlook, the calendar appointment can be saved as **Private** or **Public**

☒ Private

☐ Public

**Selected participants**

Invite other users in the system and send them an outlook invitation and candidate information/documents.

[Add participants](#)

Participant	Type	
Dan Bloch	User	<a href="#">Delete</a>

**Send candidate documents**

Choose what kind of candidate information you will send to other users.

☒ CV

☒ Other documents

Cancel

Proceed

# Send email to candidate(s)

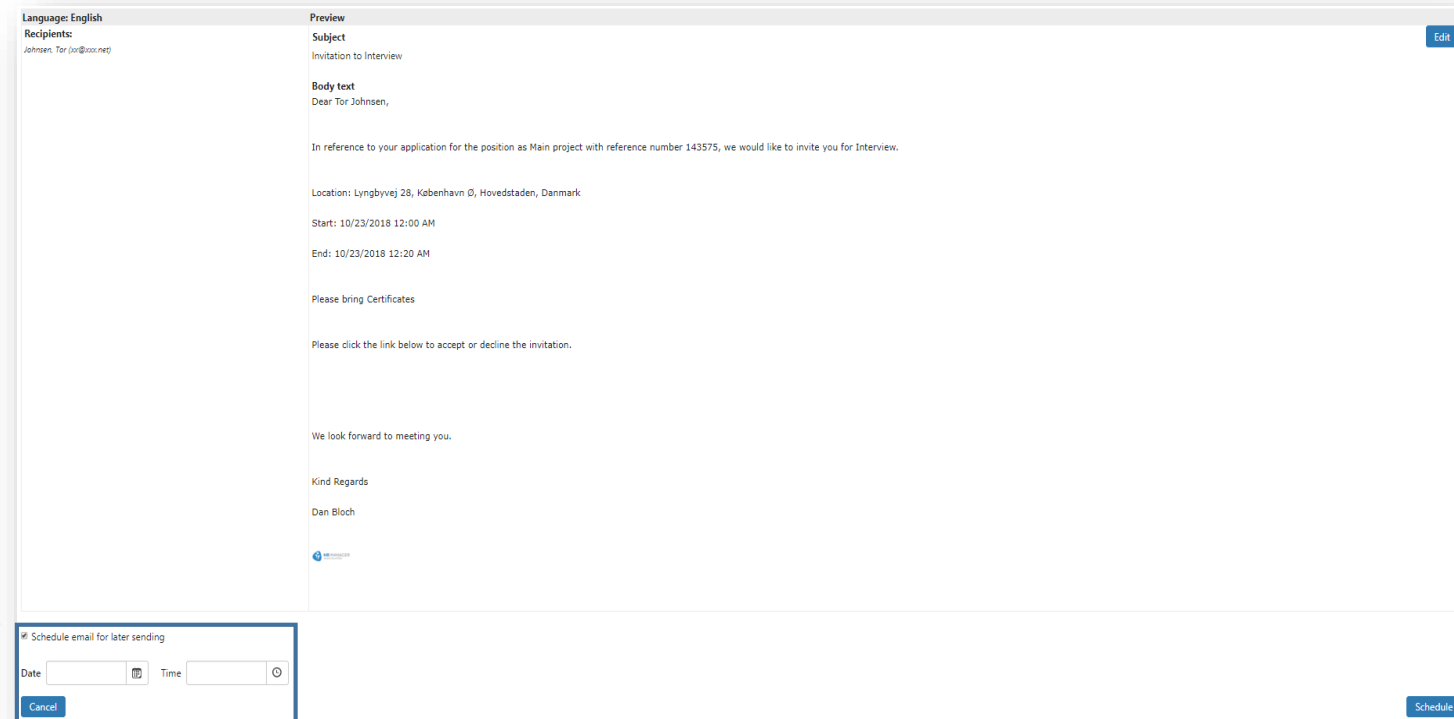
If required, both the 'Subject' and the 'Body text' can be edited.

**NB:** Use caution when making modifications to the variables, which are shown with the characters [ ].

They are used to extract specific data from the system.

If you need a future date/time to send the mail, simply tick the box 'Schedule email for later sending'.

Once email is ready to be sent, click 'Schedule' or 'Send' to complete.



The screenshot shows an email composition window with a 'Preview' tab selected. The 'Recipients' field shows 'Johnsen, Tor (tor@xxx.net)'. The 'Subject' is 'Invitation to Interview'. The 'Body text' starts with 'Dear Tor Johnsen,' followed by a reference to the application for the 'Main project' (reference number 143575) and an invitation to an interview. The location is 'Lyngbyvej 28, København Ø, Hovedstaden, Danmark'. The start and end times are '10/23/2018 12:00 AM' and '10/23/2018 12:20 AM' respectively. The body text continues with 'Please bring Certificates', 'Please click the link below to accept or decline the invitation.', 'We look forward to meeting you.', 'Kind Regards', and 'Dan Bloch'. At the bottom, there is a checkbox labeled 'Schedule email for later sending' which is checked. Below this checkbox are input fields for 'Date' and 'Time', each with a calendar icon. There are 'Cancel' and 'Schedule' buttons at the bottom of the form.

# Candidate response

The candidate(s) will in the mail receive a link to accept or decline the invitation.


If multiple candidates have been invited, all the time slots will show and then each candidate accepts the wanted time.

- It will be first come, first served.

**Appointment details**

Subject	Interview
Short description to candidate	
Your status	Waiting for reply
You responded	Not responded
Duration	20 Minute(s)
Start time	10/23/2018 12:00 AM

Lyngbyvej 28  
[Vis større kort](#)



[Log ind](#)

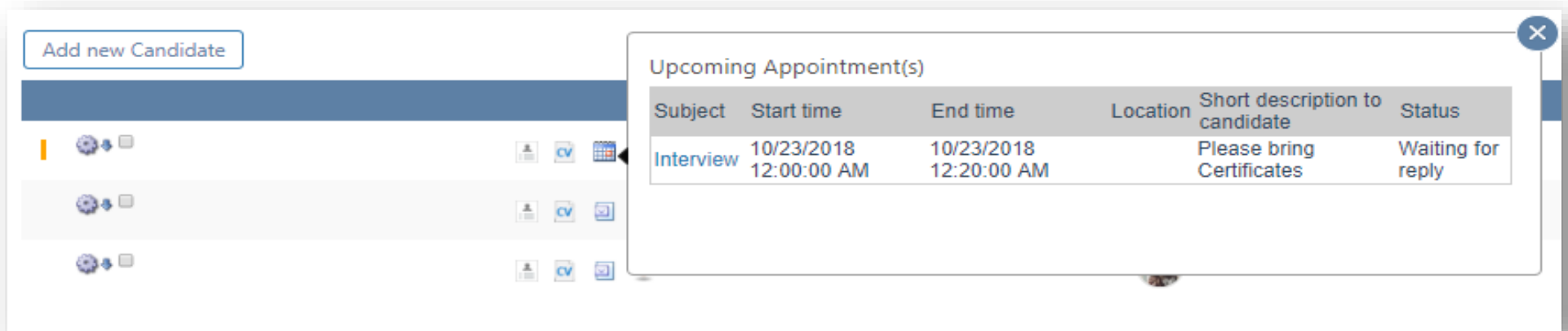
Response message

# Candidate acceptance

Once the candidate(s) accepts the interview, a calendar tag will appear next to the name of the candidate.

An email notification will be sent to sender with information about whether candidate has accepted or declined the interview.

Hover the tag to view the appointment details.

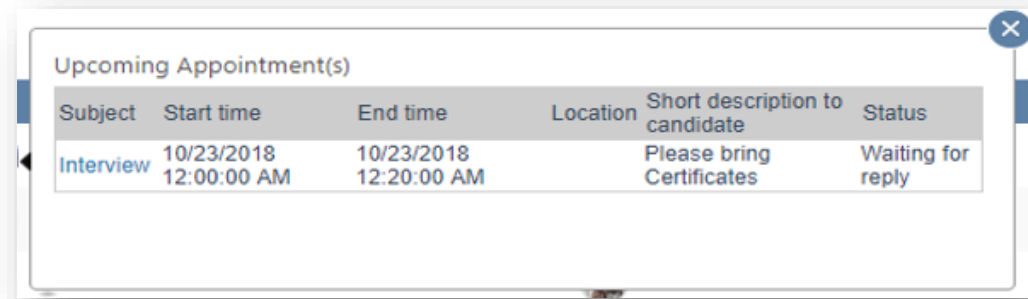


The screenshot shows a user interface for managing candidates. At the top left, there is a button labeled "Add new Candidate". Below this, there is a list of candidates, each represented by a row with a gear icon, a person icon, and a CV icon. A calendar tag is visible next to the first candidate's name. A tooltip is displayed over this tag, titled "Upcoming Appointment(s)". The tooltip contains a table with the following data:

Subject	Start time	End time	Location	Short description to candidate	Status
Interview	10/23/2018 12:00:00 AM	10/23/2018 12:20:00 AM		Please bring Certificates	Waiting for reply

# Modify the calendar appointment

Click on the subject 'Interview' to see or modify the appointment.



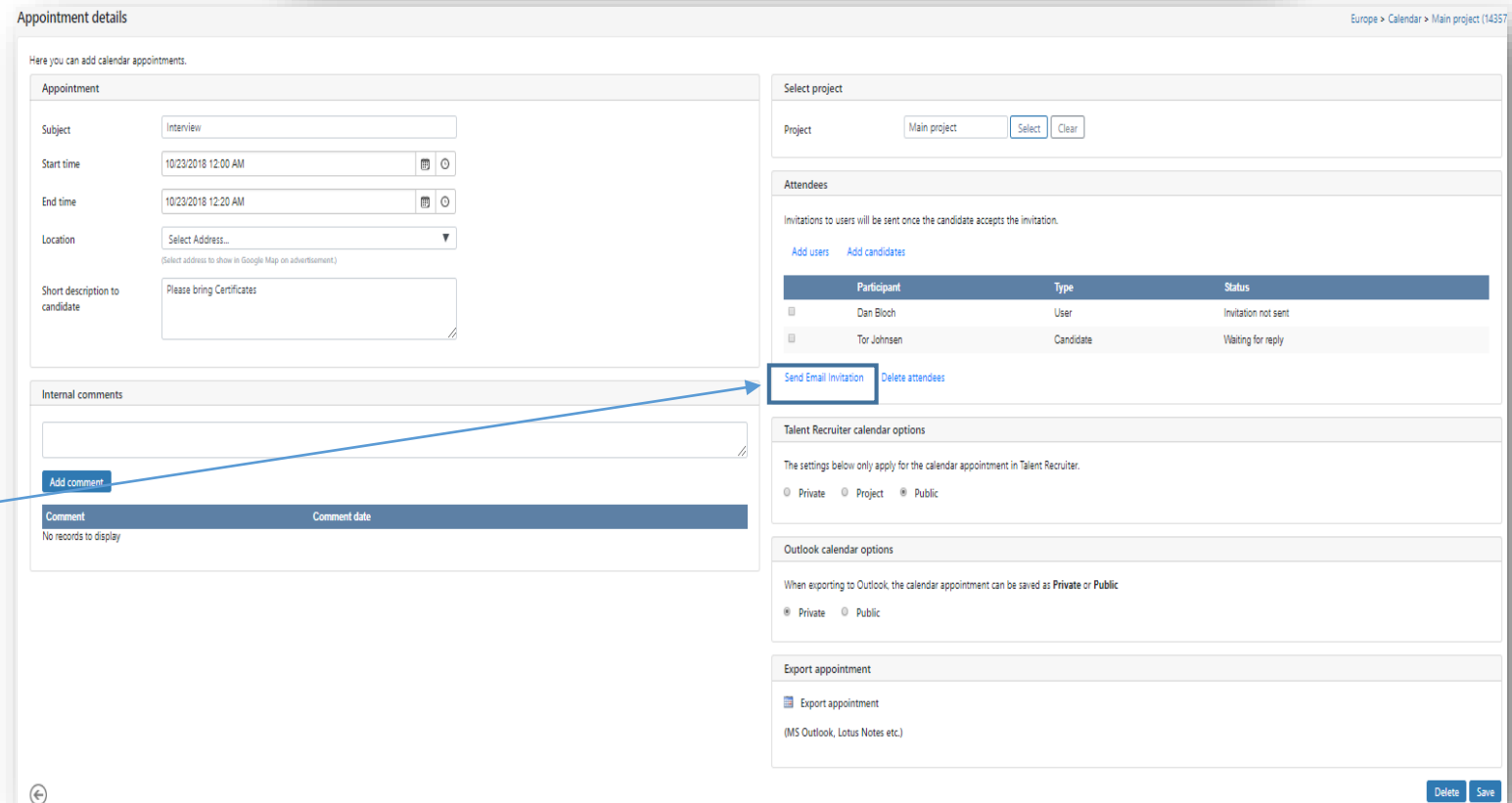
A modal window titled "Upcoming Appointment(s)" with a close button in the top right corner. It contains a table with the following data:

Subject	Start time	End time	Location	Short description to candidate	Status
Interview	10/23/2018 12:00:00 AM	10/23/2018 12:20:00 AM		Please bring Certificates	Waiting for reply

All fields are editable.

If changing anything, a mail will not be sent to the candidate before manually doing so.

Send new invitation by clicking 'Send Email Invitation.



The "Appointment details" form is divided into several sections. The "Appointment" section contains fields for Subject (Interview), Start time (10/23/2018 12:00 AM), End time (10/23/2018 12:20 AM), Location (Select Address...), and Short description to candidate (Please bring Certificates). The "Internal comments" section has a text area and an "Add comment" button. The "Attendees" section shows a list of participants: Dan Bloch (User, Invitation not sent) and Tor Johnsen (Candidate, Waiting for reply). The "Send Email Invitation" button is highlighted with a blue box and an arrow pointing to it from the text "Send new invitation by clicking 'Send Email Invitation.'" The "Talent Recruiter calendar options" section includes radio buttons for Private, Project, and Public. The "Outlook calendar options" section includes radio buttons for Private and Public. The "Export appointment" section has an "Export appointment" button and a note "(MS Outlook, Lotus Notes etc.)". At the bottom right, there are "Delete" and "Save" buttons.

[Back to overview](#)

# You can now create invitations for interview

Please contact Support for any further information 😊

Tel: +45 72 44 06 44

Email: [support@hr-manager.net](mailto:support@hr-manager.net)

[Chat with us](#)



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TALENT SOLUTIONS