Setting Up Self-Schedule Calendar

The objective of this guide is to set up a recruiting self-schedule calendar.

Security Role

- Recruiter

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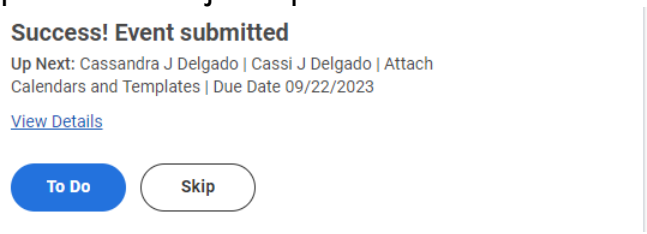
Add Calendar to Requisition

1. There are multiple ways to add a calendar to the requisition. Note, calendars must be added to a requisition before candidates apply to the job posting.
   a. Click the To Do that populates after a job is posted.

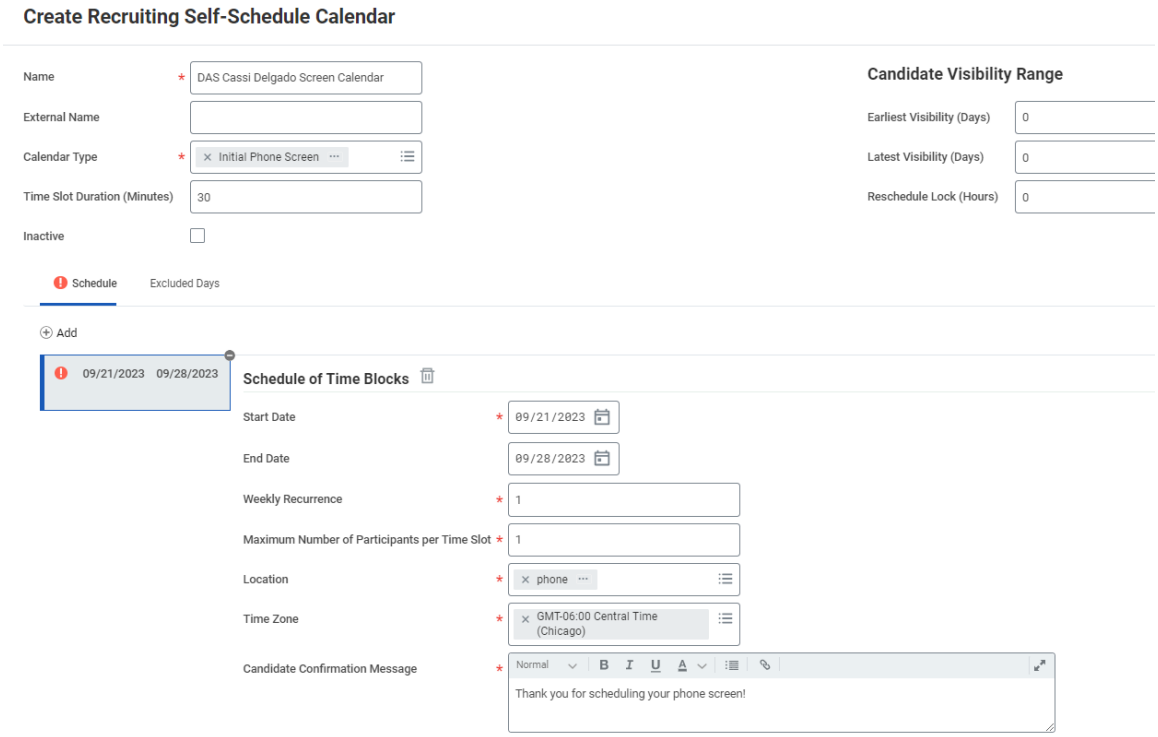


   b. Find the appropriate requisition, click the related actions button. Under Job Change, select Assign Recruiting Self-Schedule Calendars.
2. Select an existing calendar or create a recruiting self-schedule calendar.
3. Click **OK.**

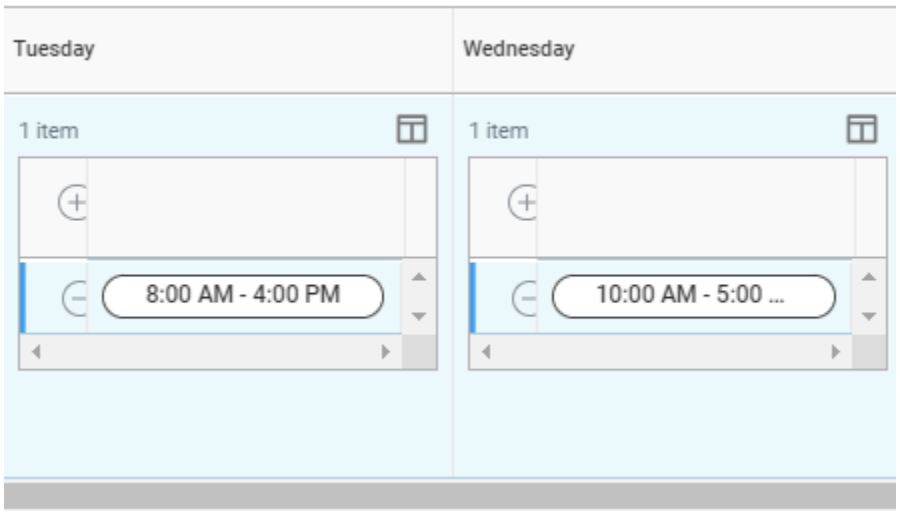
Create Recruiting Self-Schedule Calendar

4. Complete relevant and/or required details.
   a. Calendar should be named with agency name/acronym, recruiter name, and type of calendar (e.g., DAS Jane Doe Interview Calendar).

b. Select calendar type, which will determine which recruiting stage is associated with the calendar.



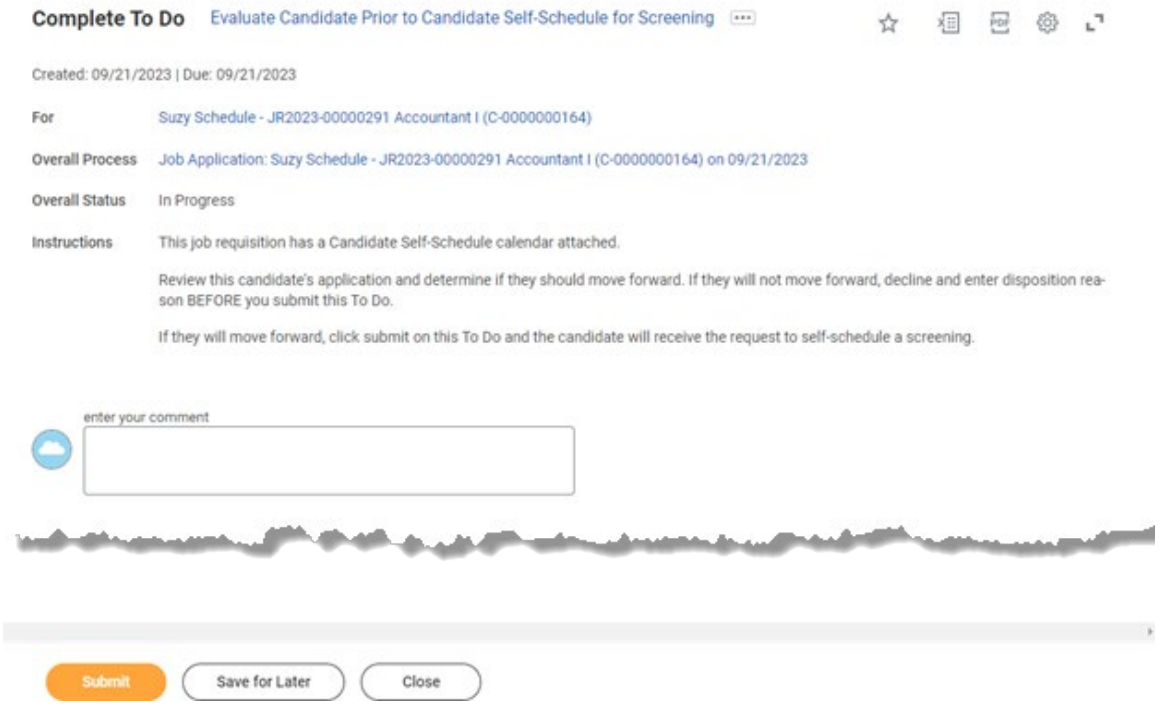
c. Add time blocks that will be available with calendar.



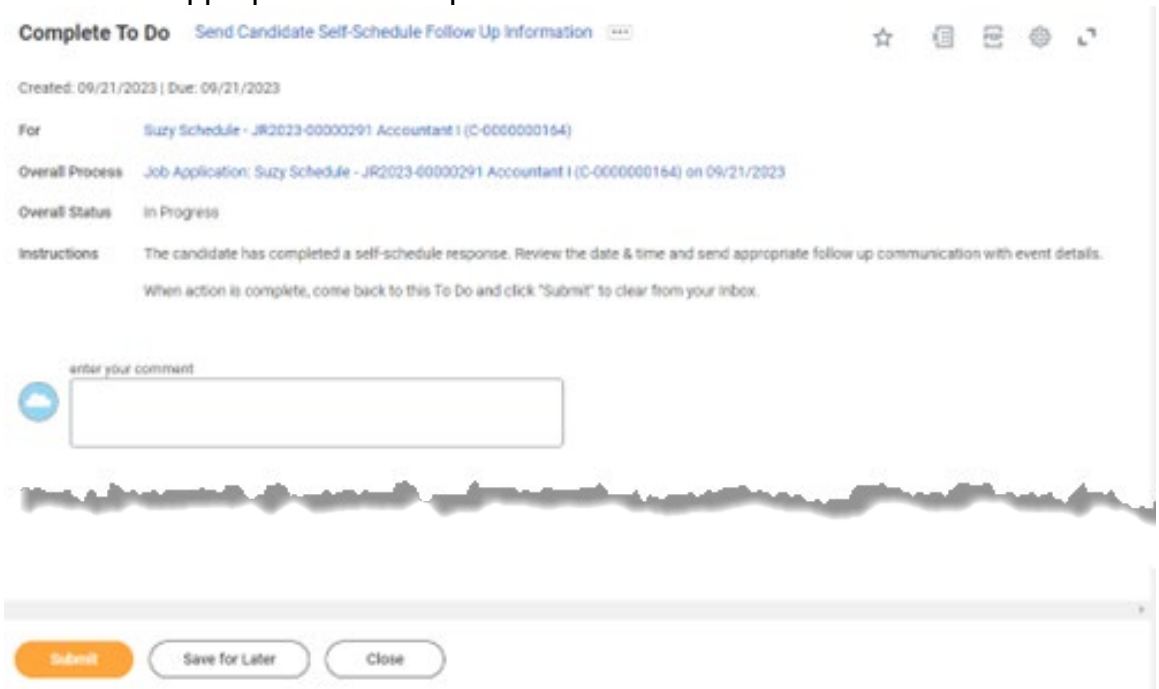
d. Click **Done**

Move Candidates to Self-Schedule Stage

5. Select a Candidate and move to associated recruiting stage in requisition.
   a. Note: candidates go right into the screen step once the State Recruiting MQ review is completed. If a screen self-schedule calendar is added, a To Do will appear in inbox once a candidate passes the MQ review, which allows review of the application prior to the candidate receiving the self-schedule invitation. Once submit is clicked on the To Do, the candidate will receive the self-schedule invitation. If the candidate will not move forward, the application should be dispositioned accordingly prior to clicking submit on the To Do.

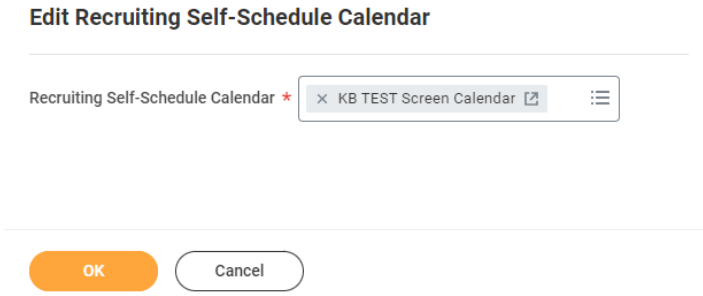


6. Once candidate schedules their appointment, another To Do will populate in Recruiter inbox as a reminder to send appropriate follow-up communication with event details.

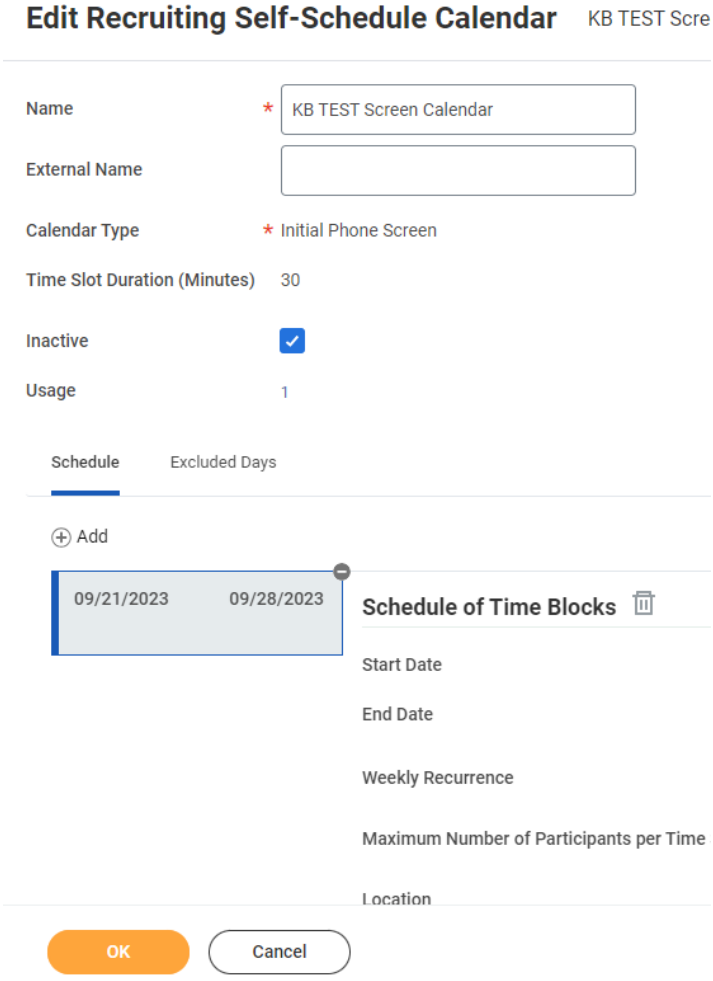


Inactivate Old Self-Schedule Calendars

7. Once a self-schedule calendar is no longer needed, it needs to be inactivated. Type self-schedule into the search bar and click the **Edit Recruiting Self-Schedule Calendar** task.
8. Select the calendar that needs to be inactivated and click OK.



9. Click the box next to Inactive and click OK.



10. Click OK.