

Setting Up Self-Schedule Calendars

Setting Up Self-Schedule Calendar

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

Security Role

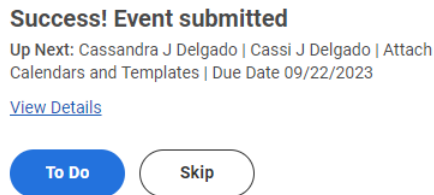
- Recruiter

Contents

Add Calendar to Requisition.....	1
Create Recruiting Self-Schedule Calendar	1
Move Candidates to Self-Schedule Stage.....	3
Inactivate Old Self-Schedule Calendars.....	4

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).

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

Create Recruiting Self-Schedule Calendar

Name *	DAS Cassi Delgado Screen Calendar	Candidate Visibility Range	
External Name		Earliest Visibility (Days)	0
Calendar Type *	Initial Phone Screen	Latest Visibility (Days)	0
Time Slot Duration (Minutes)	30	Reschedule Lock (Hours)	0
Inactive	<input type="checkbox"/>		

Schedule Excluded Days

+ Add

09/21/2023 09/28/2023 **Schedule of Time Blocks**

Start Date * 09/21/2023

End Date 09/28/2023

Weekly Recurrence * 1

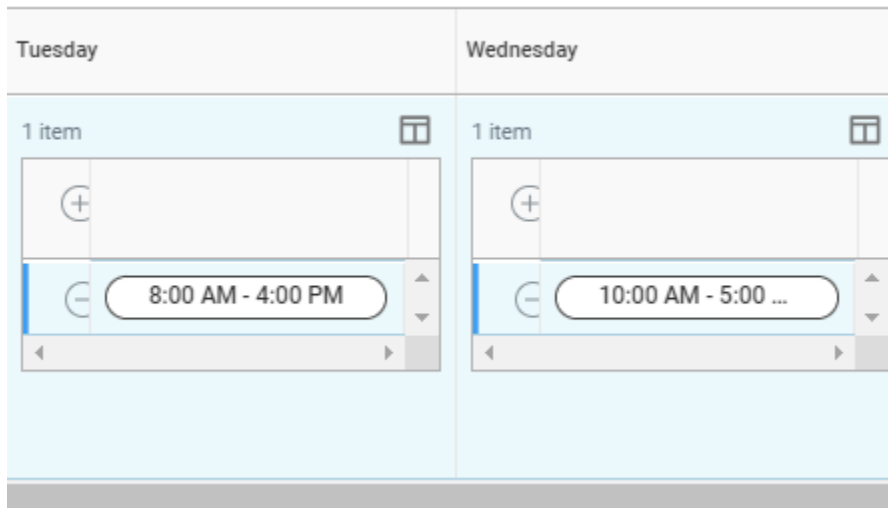
Maximum Number of Participants per Time Slot * 1

Location * phone

Time Zone * GMT-06:00 Central Time (Chicago)

Candidate Confirmation Message *
Normal **B I U A** Thank you for scheduling your phone screen!

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



- d. Click Done

Setting Up Self-Schedule Calendars

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.

Complete To Do Evaluate Candidate Prior to Candidate Self-Schedule for Screening

Created: 09/21/2023 | Due: 09/21/2023

For Suzy Schedule - JR2023-00000291 Accountant I (C-000000164)

Overall Process Job Application: Suzy Schedule - JR2023-00000291 Accountant I (C-000000164) on 09/21/2023

Overall Status In Progress

Instructions This job requisition has a Candidate Self-Schedule calendar attached.

Review this candidate's application and determine if they should move forward. If they will not move forward, decline and enter disposition reason BEFORE you submit this To Do.

If they will move forward, click submit on this To Do and the candidate will receive the request to self-schedule a screening.

enter your comment

Submit Save for Later Close

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.

Complete To Do Send Candidate Self-Schedule Follow Up Information

Created: 09/21/2023 | Due: 09/21/2023

For Suzy Schedule - JR2023-00000291 Accountant I (C-000000164)

Overall Process Job Application: Suzy Schedule - JR2023-00000291 Accountant I (C-000000164) on 09/21/2023

Overall Status In Progress

Instructions The candidate has completed a self-schedule response. Review the date & time and send appropriate follow up communication with event details.

When action is complete, come back to this To Do and click "Submit" to clear from your inbox.

enter your comment

Submit Save for Later Close

Setting Up Self-Schedule Calendars

Inactivate Old Self-Schedule Calendars

- 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.
- Select the calendar that needs to be inactivated and click OK.

Edit Recruiting Self-Schedule Calendar

Recruiting Self-Schedule Calendar *  

OK

Cancel

- Click the box next to Inactive and click OK.

Edit Recruiting Self-Schedule Calendar KB TEST Scre

Name *

External Name

Calendar Type * Initial Phone Screen


Time Slot Duration (Minutes) 30

Inactive

Usage 1

Schedule Excluded Days

 Add

Start Date	End Date	Actions
09/21/2023	09/28/2023	Schedule of Time Blocks 
Start Date		
End Date		
Weekly Recurrence		
Maximum Number of Participants per Time		
Location		

OK

Cancel

- Click OK.