Scheduling Interviews

Overview: This job aid guides recruiters, hiring managers, student employees, and others through step-by-step directions for scheduling a phone or in-person interview with an applicant.

Locate the Job and Associated Applicants

1. Sign in to home.nyu.edu/work. Click on the iCIMS Login link to view the recruiter dashboard.

2. Click on Open Jobs under the Recruiter Data heading. To see positions listed, click the right pointing arrow.

3. Click on the Position Title for the job with the applicants you want to schedule.
Schedule an Interview

1. Click on the People tab. Applicants will be listed By Status. To see applicant names beneath each status, expand these statuses with the right pointing arrows. To see applicant names beneath each status, expand these statuses with the down ▼ and right pointing ► arrows.

2. Make sure the applicant you wish to schedule is listed under the status you would like him/her to be in, e.g. “Under Review: Phone Screen” or “Under Review: In-Person Interview.” If you have not done this yet, refer to the job aid, Reviewing and Dispositioning Candidates.

3. Click the name of the applicant you want to schedule a phone or in-person interview for.

4. Click More Actions and then select Schedule Interview.
5. At the top of the screen, use the calendar buttons to select the range of dates and times you wish to search as potential days/times to schedule the interview.

6. On the right hand side of the screen, you will see a list of attendees for the appointment you wish to schedule. The applicant you are scheduling will already be listed. Now you need to add yourself and anyone else who you would like present at the interview. Type that person’s name in the Attendees field.
7. Once all of the people who should be present at the interview are listed, click on the **blue calendar icon** in the top right corner.

8. After you’ve found a date and time that everyone can attend, use the **blue calendar icon** to return to the scheduling page.

**Tip:** If you are not seeing the calendars you need, refer to this Troubleshooting chart:

<table>
<thead>
<tr>
<th>Challenge</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>External applicant’s schedule will not show</td>
<td>Ask him/her to share his/her calendar with you in Google</td>
</tr>
<tr>
<td>NYU hiring manager or interviewers’ schedules do not display</td>
<td>The hiring manager is not set up to allow iCIMS to access his/her Google calendar. Exit iCIMS and schedule the interview with the hiring manager and interviewers directly</td>
</tr>
<tr>
<td>You cannot see the schedules of people whom you normally see in Google email – the first time you try to schedule</td>
<td>The first time you try to schedule in iCIMS, you should get a pop-up message like the one below ❶. Click the <strong>blue Allow</strong> button.</td>
</tr>
</tbody>
</table>
| You cannot see the schedules of people whom you normally see in Google email – after the first time you try to schedule | • Click on your initials in the top right of an iCIMS screen. A pop-up window will appear. Select **Edit preferences. ❷**  
• Under the **Calendar** heading, click the box next to **Use Third Party Integration. ❸** |
9. Under the heading, **Schedule an Interview**, select a date and time for the interview to start and to end.

![Schedule Appointment - Mary Smith](image)

10. Under the **DETAILS** heading, in the **Template** field, select either **Interview Confirmation – In Person** or **Interview Confirmation – Phone Screen**.

![Schedule Appointment - Mary Smith](image)

11. Under the **Description** heading, review the content of the email and make any edits you wish. You can also add a location for an in-person interview in the **Location** field or set a **Reminder** in your Google calendar.
12. Click **Send**.
Tip: To ensure that the scheduling email went out, you can go to the Jobs page, find and click on the applicant’s name under the appropriate status, and click on the Schedule tab to see the interview or click on the Email tab and then the (Name’s) Mailbox button for a record of every email exchange between you and the candidate for that job.

For further assistance, contact ATS.Help@nyu.edu