

Scheduling Candidate for Interview

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Introduction

Navigation Path: List – View

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC)	
2.	Click “My List” at the top right-hand corner	

[My Requisitions](#) | [My List](#) | [Preferences](#) | [Help & Support](#) | [Logout](#)

3.	Enter the req. # or title	
4.	Click “Go”	

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, list title, or position #:

Search by hiring manager: ▼

5.	Click on “View” next to the applicable requisition in the “Candidates” column	
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A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. #, list title, or position #:

Show Archived Lists Search by hiring manager:

1 record found.
Page 1 of 1

Req # ▼	Title ▲	Position ID	Department ▲	Division ▲	Hiring Mgr	Candidates	Applications	Last Referred
AGE-12551MAR0211-C	Secretary		Aging - Certifi...		AgencyUser1, Agency	View	Print	03/09/11

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Step	Action	Comments
6.	Mark the checkbox next to the name of the first candidate you are scheduling for an interview	Each candidate must be scheduled separately for an interview.
7.	Choose "Schedule Interview" from the drop-down menu	
8.	Click "Go"	

Referred

Name	Action Date	Total Score	Retention_Points	Seniority_Points	Person ID	Referred Rank	Referral Expires	Notices
<input checked="" type="checkbox"/> Allen, Mary	03/25/11	119.05			5881960	1	4/23/2011	N/A
<input type="checkbox"/> Balto, Maria	03/25/11	105.00			5881961	2	4/23/2011	N/A
<input type="checkbox"/> Cameron, Kirk	03/25/11	99.99			5881962	3	4/23/2011	N/A
<input type="checkbox"/> Drake, Nicolas	03/25/11	99.88			5881979	4	4/23/2011	N/A
<input type="checkbox"/> Arts, Gavle	03/25/11	95.00			5881935	5	4/23/2011	N/A
<input type="checkbox"/> Young, Nancy	03/25/11	94.00			5882012	6	4/23/2011	N/A
<input type="checkbox"/> Watson, Walter	03/25/11	87.00			5882014	7	4/23/2011	N/A
<input type="checkbox"/> Henderson, Madison	03/25/11	84.22			5881969	8	4/23/2011	N/A
<input type="checkbox"/> Ostrovski, Olga	03/25/11	83.00			5882008	9	4/23/2011	N/A
<input type="checkbox"/> Lawyer, James	03/25/11	79.00			5881903	10	4/23/2011	N/A

Schedule Interview 10 records found.

9.	Select the interview "Date" and "Time"	These are required fields.
10.	Enter any other pertinent information	

Step	Action	Comments
11.	Click the “Save” button	

* Required

Name: Mary Allen

Person ID: 5881960

* Date: April 7 2011

* Time: 11 am :00

Duration: 1 hr :00

Location: Rhodes Tower

Address 1: 30 E. Broad St.

Address 2: 27th floor

City: Columbus

State: Ohio

Zip Code: 43215

Phone: 614-466-8044

Disposition: Scheduled

Comments:

12.	Repeat steps 6-11 for each candidate	
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Referred

<input type="checkbox"/>	Name	Action Date	Total Score	Retention_Points	Seniority_Points	Person ID	Referred Rank	Referral Expires	Notices
<input checked="" type="checkbox"/>	Balto, Maria	03/25/11	105.00			5881961	2	4/23/2011	N/A
<input type="checkbox"/>	Cameron, Kirk	03/25/11	99.99			5881962	3	4/23/2011	N/A
<input type="checkbox"/>	Drake, Nicolas	03/25/11	99.88			5881979	4	4/23/2011	N/A
<input type="checkbox"/>	Arts, Gavle	03/25/11	95.00			5881935	5	4/23/2011	N/A
<input type="checkbox"/>	Young, Nancy	03/25/11	94.00			5882012	6	4/23/2011	N/A
<input type="checkbox"/>	Watson, Walter	03/25/11	87.00			5882014	7	4/23/2011	N/A
<input type="checkbox"/>	Henderson, Madison	03/25/11	84.22			5881969	8	4/23/2011	N/A
<input type="checkbox"/>	Ostrovski, Olga	03/25/11	83.00			5882008	9	4/23/2011	N/A
<input type="checkbox"/>	Lawver, James	03/25/11	79.00			5881903	10	4/23/2011	N/A

Schedule Interview

9 records found.

Interview Scheduled

<input type="checkbox"/>	Name	Action Date	Total Score	Retention_Points	Seniority_Points	Person ID	Referred Rank	Referral Expires	Notices	Interview
<input type="checkbox"/>	Allen, Mary	03/25/11	119.05			5881960	1	4/23/2011	N/A	4/7/11 11:00 AM

== Select ==

1 record found.