

Customize Interview Workflow to setup Schedule Interview

1

Navigate to <https://secure.neod.com/hiringcenter/requisitiondetail/0387c2baa045242fcd51a6bc27e9129c>

2

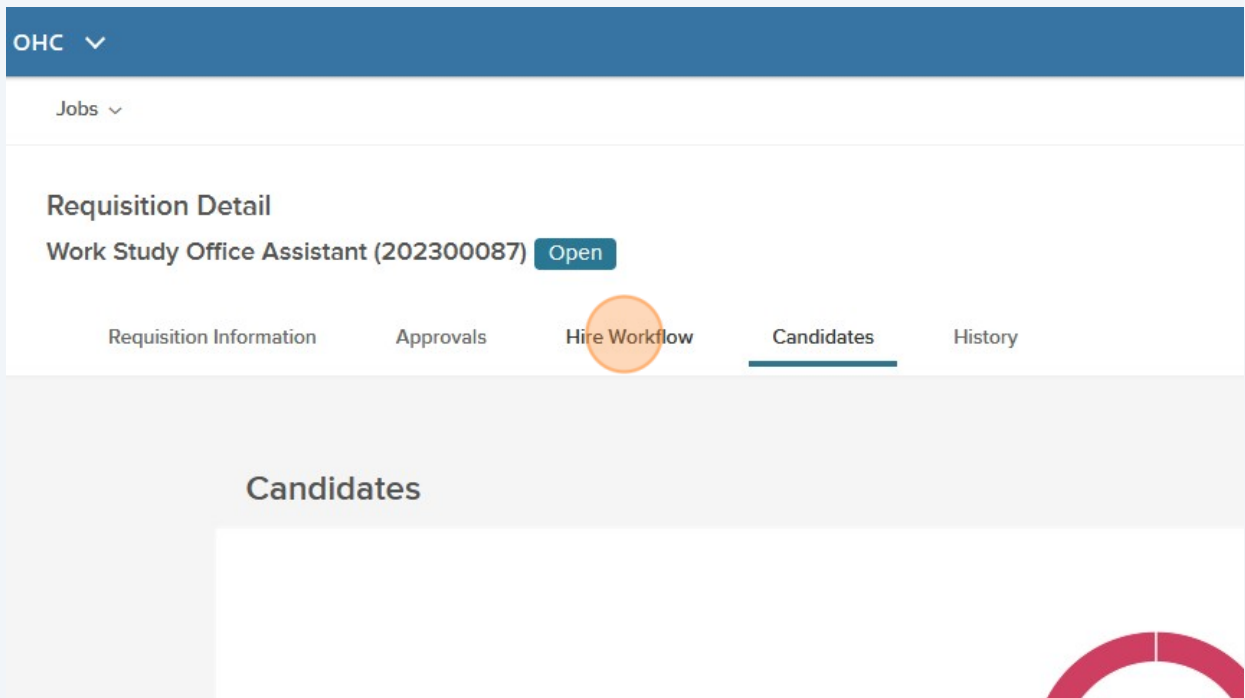
From the dashboard, select the job under My Candidates.

First Previous **1** Next Last

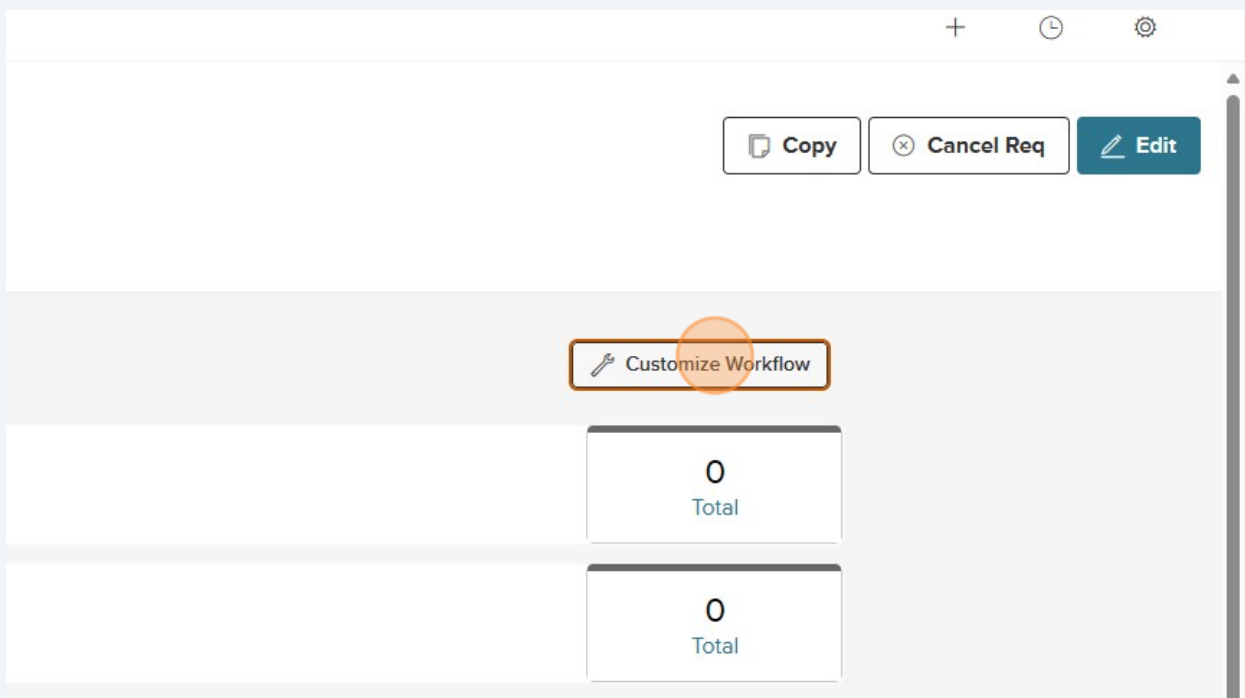
My Candidates

Req #	Requisition Title	Candidates	Division
202300087	<u>Work Study Office Assistant</u>	1	Student Services
202300061	Center Aid Classroom Floater/Early Childhood Prog	1	Head Start / EH
202300059	Food Service Worker Lead (Part-time, Early Learning)	11	Early Learning C
202300056	Work Study Office Assistant	2	Student Employ
202300040	Welding Tenure Track Faculty	1	Instruction & Le
202300035	Accounting Faculty- Tenure Track	1	Business & Info

3 Click "Hire Workflow"



4 Click "Customize Workflow"



5 Click here.

Add Step

Click or press enter to edit Interview step

6 Click the "Display Status to Candidate As" field.

Hire Workflow

1 Refer

2 Interv

3 Offer

4 Preb

Step Details

* required fields are marked with asterisk

* Name

Interview

Display Status to Candidate As

Raters

Start typing to find a rater

Comment

7 Type "Interview"

8 Click here.

SCHEDULING X

Evaluate Using

Pass/Fail

Star Rating

Percentage

* Max Score

Enter value

* Passing Score %

Enter value

9 Click here.

Interview

1. STEP DETAILS ✓ 2. SCHEDULING ✗

Step Details

* required fields are marked with asterisk

* Name

Display Status to Candidate As

Evalua
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 P

10 Turn Pre-configure Interview Slots on

OHC OHC ▾

board Jobs ▾

Requisition Information

Hire Workflo

1 Refer

2 Interv

Interview

1. STEP DETAILS ✓ 2. SCHEDULING ✗

Appointment Scheduling

OFF ON Pre-Configure Interview Slots

OFF ON Allow Candidate Self-Scheduling

* required fields are marked with asterisk

1 Select Location(s) *

11

Turn allow candidate self-schedule on. Select interview location (LCC or Zoom). Can add instructions to the interview notice email.

OFF ON Allow Candidate Self-Scheduling

* required fields are marked with asterisk

1 Select Location(s) *

Start typing to find a location...

2 Select Available Dates *

< Mar 2024 >

Su Mo Tu We Th Fr Sa

12

Click "Select Zoom" or "LCC"

<input type="checkbox"/>	Location Name	Address
	Q Search	Q Search
<input type="checkbox"/>	Lower Columbia College	1600 Maple St, , Longview,
<input checked="" type="checkbox"/>	Zoom	Zoom , Longview, Washingt

First Previous 1 Next Last 10 Show

13 Click "Done"

Select Location(s) Cancel Done

1 record(s) are selected. Select All 2 records Clear Selection

	Location Name	Address
<input type="checkbox"/>	Lower Columbia College	1600 Maple St., Longview, Washington 98...
<input checked="" type="checkbox"/>	Zoom	Zoom , Longview, Washington 98632

First Previous 1 Next Last 10 Items per page Showing 1-2 of 2 items

14 Select the interview date(s) on the calendar.

Zoom Start typing to find a location...

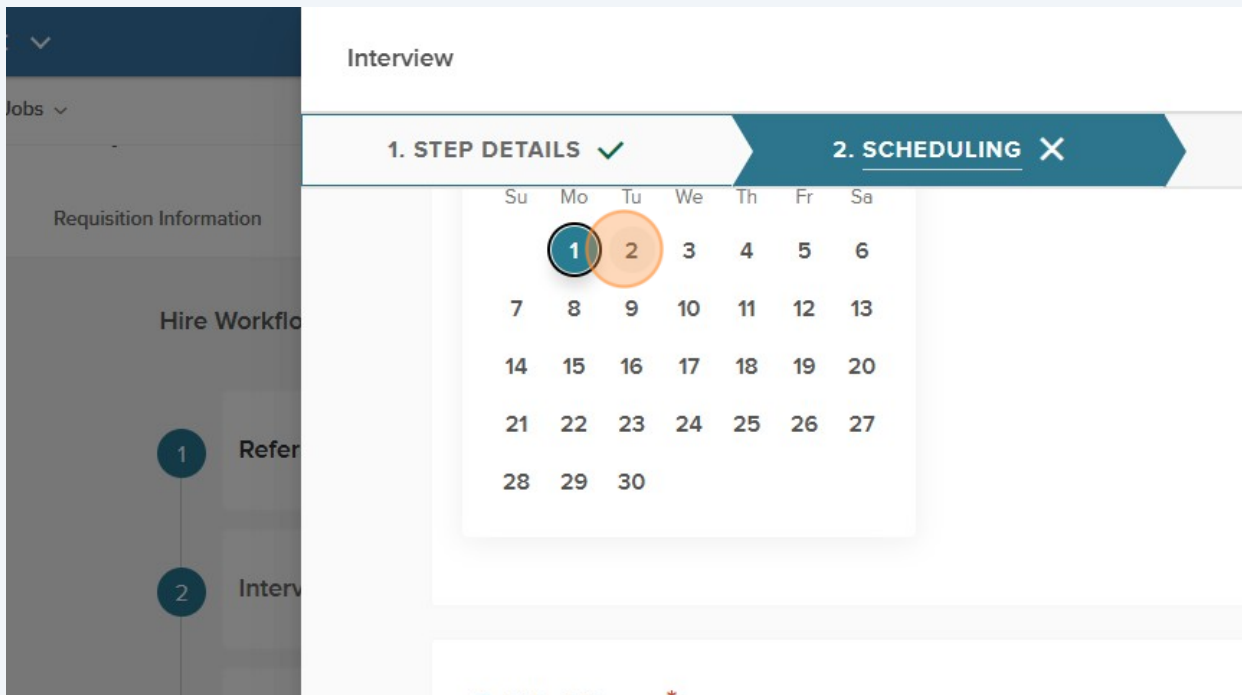
2 Select Available Dates *

Mar 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

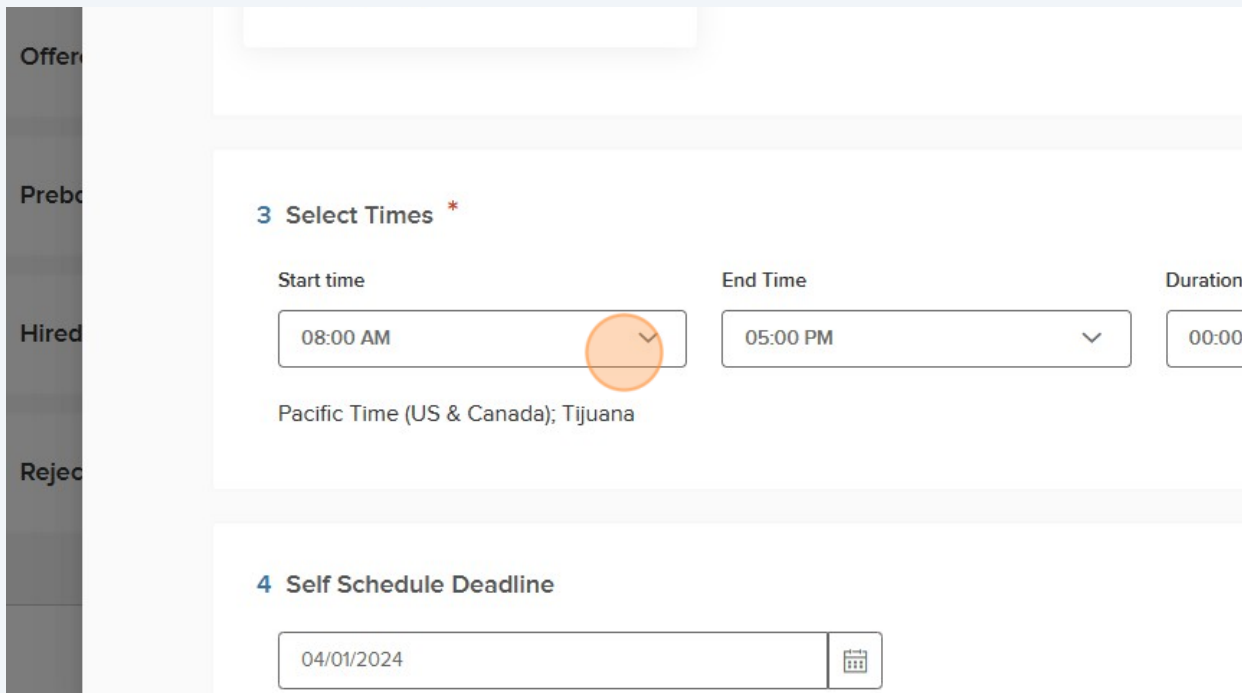
15

You can select multiple dates at a time if the same window of time is available for interviews. If times are different on different days, you need to add more dates.



16

Click here.



17 Click here.

Select Times *

Start time	End Time	Duration
08:00 AM	05:00 PM	00:00

Tijuana

08 : 00 AM
PM

Self Schedule Deadline

04/01/2024

18 Click "AM"

Select Times *

Start time	End Time	Duration
AM	05:00 PM	00:00

Time (US & Canada); Tijuana

10 : 00 AM
PM

Self Schedule Deadline

2024

19 Click here.

End Time: 10:00 AM

Duration: 00:00

Time Between Slots: 00:00

00 : 30

20 Enter a self-schedule deadline if you would like.

3 Select Times

Start time: 08:00 AM

End Time: 10:00 AM

Duration: 00:30

Pacific Time (US & Canada); Tijuana

4 Self Schedule Deadline

04/01/2024

5 Add Breaks

21 Click "Save & Continue"

A screenshot of a web form interface. At the top right, there are three buttons: "Cancel", "Save & Close", and "Save & Continue". The "Save & Continue" button is highlighted with an orange circle. Below the buttons, there are two empty text input fields. To the right of these fields is a section titled "Evaluate Using" with three radio button options: "Pass/Fail" (selected), "Star Rating", and "Percentage". At the bottom left, there is a dark grey button with the text "Click here or press enter to view raters in a".

22 Click "Save & Close"

A screenshot of a web form interface. At the top right, there are two buttons: "Cancel" and "Save & Close". The "Save & Close" button is highlighted with an orange circle. The rest of the form area is mostly empty, with a vertical scrollbar on the right side.