Jobscience Interview Session Management

User Guide

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INTRODUCTION

This document outlines the use of the Interview Session Management package. Interview Session Management allows companies to schedule interviews and collect feedback with ease. This application creates an interview that can have multiple interviewers, assigns Salesforce calendar events and tasks, and prompts the user to provide feedback on their meeting with the candidate.

INTERVIEW SESSIONS

Creating an Interview Session

To create an interview session either **choose Step 1 or Step 2:**

1. Click on the **+** icon within any tab in your Salesforce System.

    a. Click on **Interview Sessions**.

    b. Click **New**.

2. Click on the Interview record for a particular candidate.

    a. Scroll down to the Interview Session related list. (Note: This must be added to the page layout. See your Administrator to include this list).

    b. Click **New Interview Session.**

Now, fill out the details of the interview session.

3. Select the candidate to be interviewed. If you created the interview session from the interview record, this will already be filled out.

Note: The candidate must beapplied to the job and within the interview stage in order for the interview session to work properly.

4. Select the Interview Type. Do not change Status.

5. Select the rest of the details on the screen and click **Save.**

6. The next screen will allow you to add intereviewers. Click Add to add an interviewer.

7. Select the interviewer to schedule first. The time should be automatically filled out based upon the interview start time and the interview session length. Click **Save.**

8. Repeat for any additional interviewers. Their start time should start immediately following the last Interview Session Event. When you are finished, click **Schedule**.

9. Upon clicking Schedule, tasks and calendar events for the interviewers are created. You will see a success message at the top of the page.

Editing an Interview Session

Events can be edited in an Interview Session in one of two ways:

1. Click Edit next to any of the interviewers.

2. Drag the interviewer name up and down to move them through the schedule.

Action	Interviewer	Interviewer Role	Start Time
Edit |Del	Paulo Miguel	Recruiter	02:00 PM
Edit |Del	Brian Peddle	Hiring Manager	02:30 PM
Edit |Del	Ted Elliott	Employee	03:00 PM

3. After editing, click **Save** and then click **Schedule** again to confirm the rescheduling.

All other items in an Interview Session can be edited by clicking on the Edit Icon.

ASSESSMENT

Providing Feedback

To enter assessment on a candidate:

1. Click on their Interview Session. This ID can be found in the calendar event, the task, or by going to the Interview Session tab. The Interview Session is shown.

2. Click **Enter Feedback**.

3. Fill out the Comment, Recommendation to Hire, and Confidence Level fields. Click **Submit** when you are complete.

4. Click **Return to Interview Session** to return to the Interview Session that was just completed. The feedback will show up on the interview session and on the Candidate's Chatter Feed if Post to Chatter was selected within the custom settings:

5. To change the interview status to Completed, all open feedback tasks on the interview session must be completed.