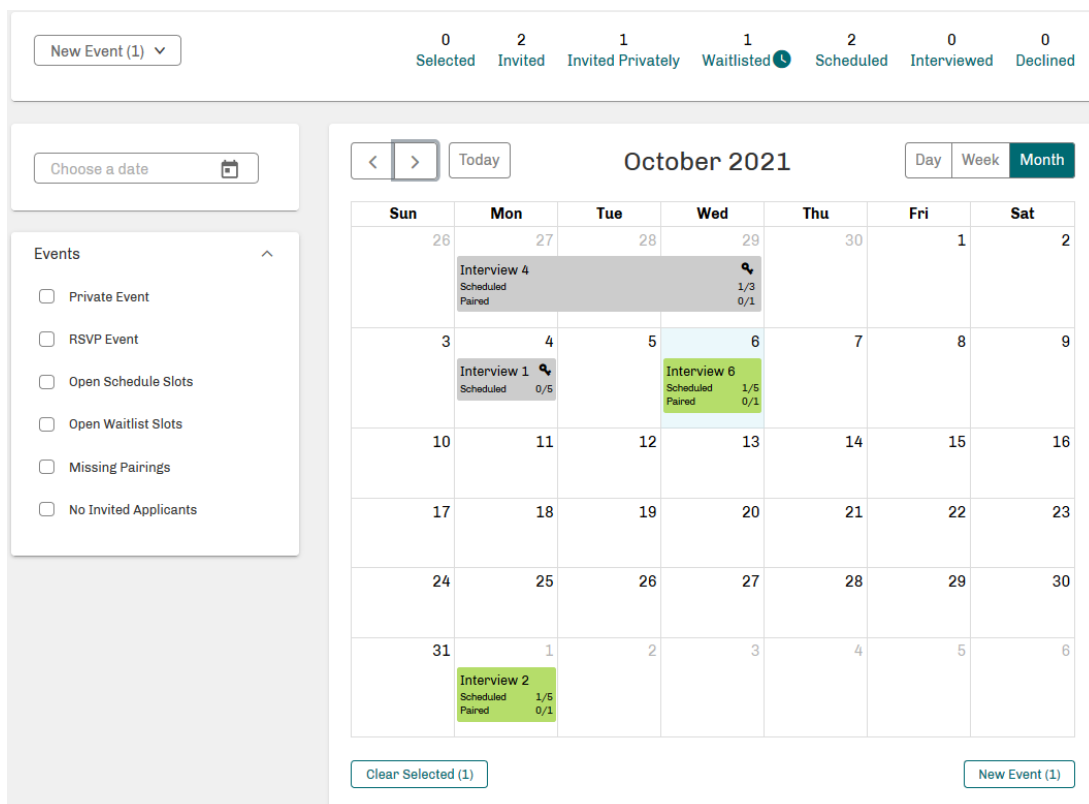


Pairing Applicant(s) with Interviewers will allow users with the *Interviewer_reviewer* role to view the applicant(s) application and scheduler information. Interview pairing information such as time, locations, and interviewers are not shared with applicants.

1. Click on an existing RSVP or Private Event to pair applicants with Interviewers.

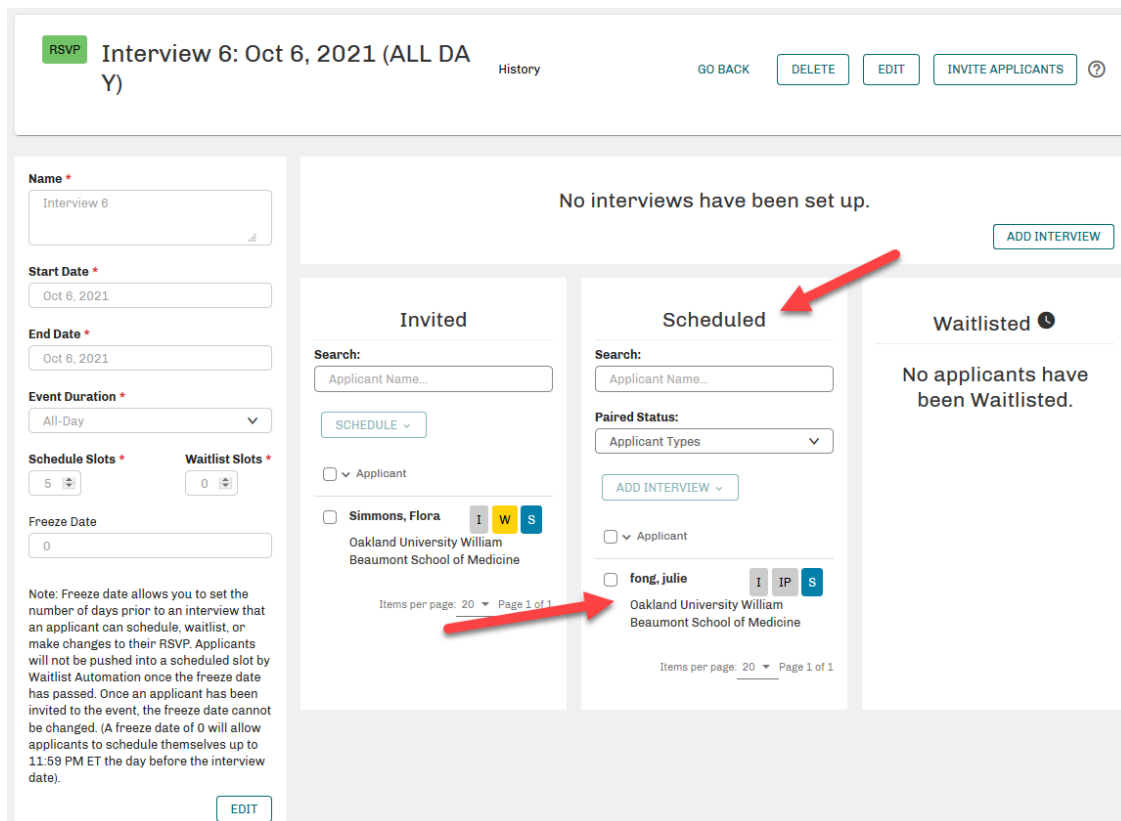


The screenshot shows a web interface for managing interview events. At the top, there are statistics: 0 Selected, 2 Invited, 1 Invited Privately, 1 Waitlisted, 2 Scheduled, 0 Interviewed, and 0 Declined. Below this is a calendar for October 2021. On the left, there is a sidebar with filters: Private Event, RSVP Event, Open Schedule Slots, Open Waitlist Slots, Missing Pairings, and No Invited Applicants. The calendar shows several interview events: Interview 4 (Private Event, grey), Interview 1 (Private Event, grey), Interview 6 (RSVP Event, green), and Interview 2 (RSVP Event, green). Each event card displays 'Scheduled' and 'Paired' counts.

*RSVP Events appear on the Calendar in green. Private Events appear in grey with a key icon. *

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

2. Applicant(s) must be scheduled to pair them with an Interviewer. From the Scheduled column, select applicants by checking on the box next to their name.



RSVP Interview 6: Oct 6, 2021 (ALL DAY) History GO BACK DELETE EDIT INVITE APPLICANTS ?

Name *
Interview 6

Start Date *
Oct 6, 2021

End Date *
Oct 6, 2021

Event Duration *
All-Day

Schedule Slots *
5

Waitlist Slots *
0

Freeze Date
0

Note: Freeze date allows you to set the number of days prior to an interview that an applicant can schedule, waitlist, or make changes to their RSVP. Applicants will not be pushed into a scheduled slot by Waitlist Automation once the freeze date has passed. Once an applicant has been invited to the event, the freeze date cannot be changed. (A freeze date of 0 will allow applicants to schedule themselves up to 11:59 PM ET the day before the interview date).

EDIT

No interviews have been set up. ADD INTERVIEW

Invited

Search: Applicant Name...

SCHEDULE

Applicant

Simmons, Flora I W S
Oakland University William
Beaumont School of Medicine

Items per page: 20 Page 1 of 1

Scheduled

Search: Applicant Name...

Paired Status: Applicant Types

ADD INTERVIEW

Applicant

fong, julie I IP S
Oakland University William
Beaumont School of Medicine

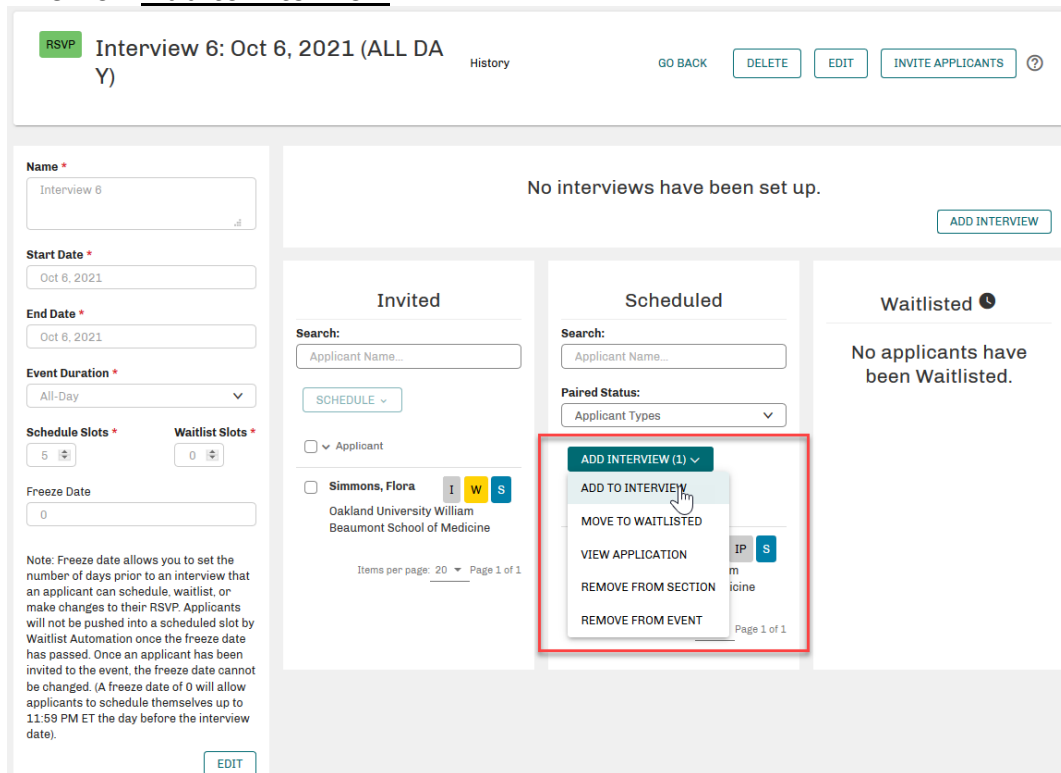
Items per page: 20 Page 1 of 1

Waitlisted

No applicants have been Waitlisted.

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

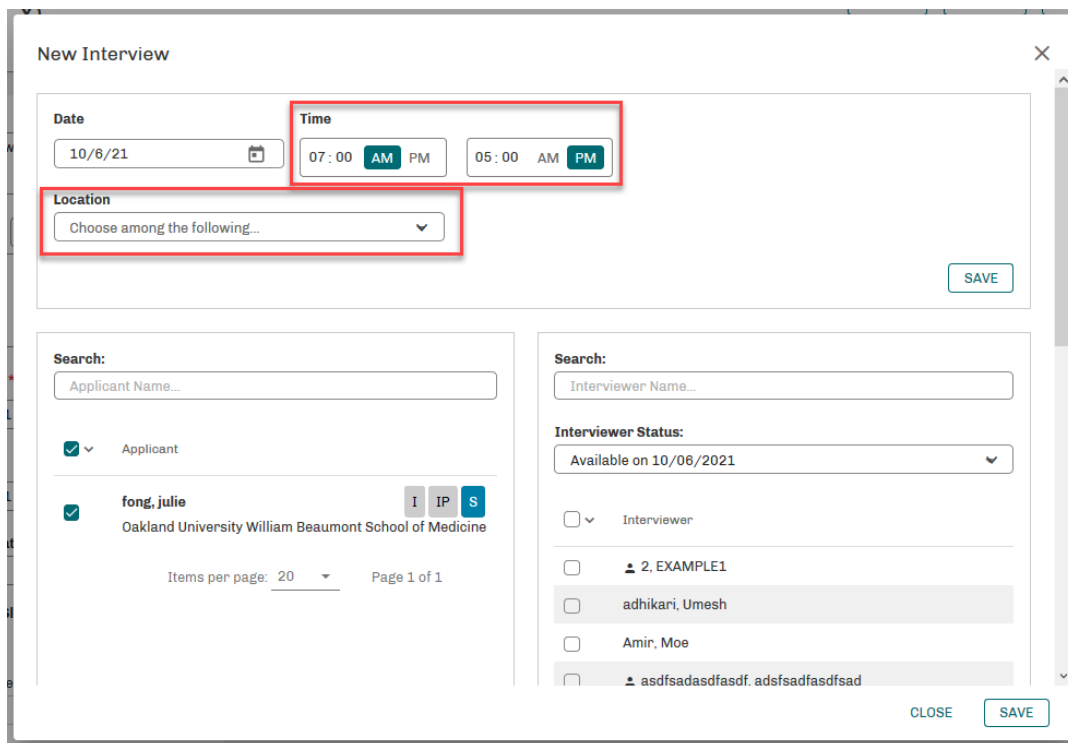
3. Within the Scheduled column, click on the purple drop-down arrow. Click on **Add to Interview**.



The screenshot displays the 'Interview 6: Oct 6, 2021 (ALL DAY)' page. On the left, there are form fields for Name, Start Date, End Date, Event Duration, Schedule Slots, Waitlist Slots, and Freeze Date. The main area is divided into three columns: 'Invited', 'Scheduled', and 'Waitlisted'. The 'Scheduled' column contains a search bar, a 'Paired Status' dropdown, and a list of applicants. A red box highlights the 'ADD INTERVIEW (1)' dropdown menu, which is open, showing options: 'ADD TO INTERVIEW', 'MOVE TO WAITLISTED', 'VIEW APPLICATION', 'REMOVE FROM SECTION', and 'REMOVE FROM EVENT'. The 'ADD TO INTERVIEW' option is highlighted with a mouse cursor. Below the dropdown, the applicant 'Simmons, Flora' is listed with a status bar showing 'I', 'W', and 'S'.

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.–6 p.m. ET at 202-828-0413

4. A pop-up screen appears. At the top, select a specific time frame and location. To set the time, click outside of the box.



New Interview

Date: 10/6/21

Time: 07:00 AM, 05:00 PM

Location: Choose among the following...

SAVE

Search: Applicant Name...

Search: Interviewer Name...

Interviewer Status: Available on 10/06/2021

Applicant: Applicant

Interviewer: Interviewer

fong, julie
Oakland University William Beaumont School of Medicine

2. EXAMPLE1
adhikari, Umesh
Amir, Moe
asdfsadasdfasdf. adfsadfasdfad

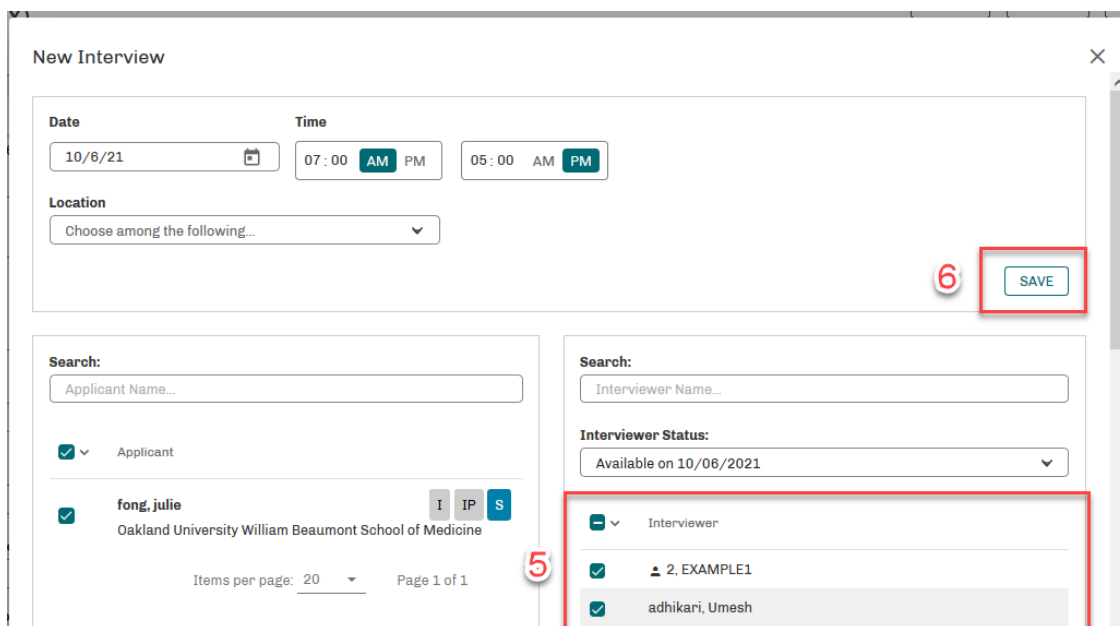
Items per page: 20 Page 1 of 1

CLOSE SAVE

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

5. Select from the list of interviewers. Check the box next to the interviewer to select them.

Note that only active and available interviewers will be shown.

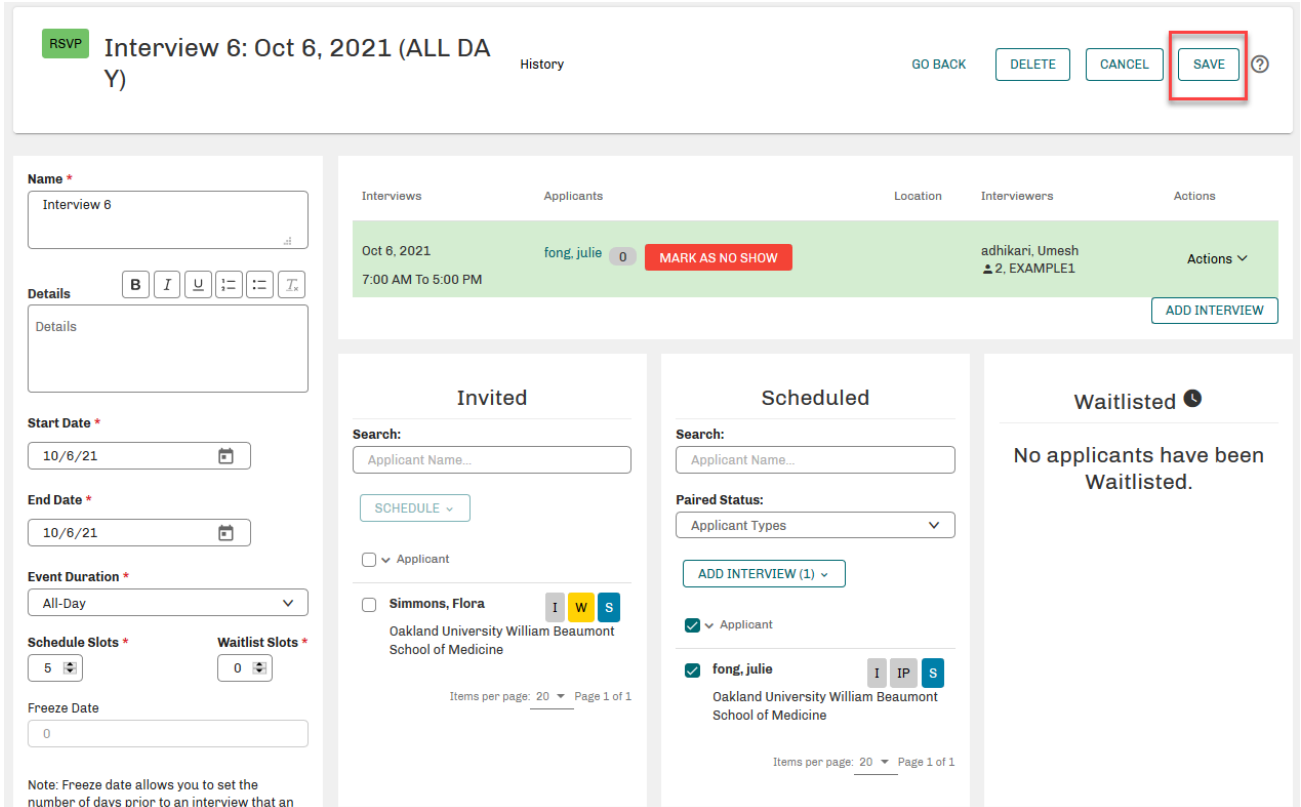


The screenshot shows the 'New Interview' form. At the top, there are fields for 'Date' (10/8/21), 'Time' (07:00 AM and 05:00 PM), and 'Location' (Choose among the following...). A 'SAVE' button is highlighted with a red box and a circled '6'. Below these are two search sections: 'Search: Applicant Name...' and 'Search: Interviewer Name...'. The 'Interviewer Status' is set to 'Available on 10/06/2021'. A list of interviewers is shown below, with the first two entries, '2, EXAMPLE1' and 'adhikari, Umesh', checked and highlighted with a red box and a circled '5'. The applicant 'fong, julie' is also checked and highlighted with a red box and a circled '5'.

6. Click Save

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413

7. After the pop-up window closes, you will need to click Save again in the top right corner.



RSVP Interview 6: Oct 6, 2021 (ALL DAY) History GO BACK DELETE CANCEL **SAVE** ?

Name *
Interview 6

Details B I U ↵ ↵ ↵

Start Date *
10/6/21

End Date *
10/6/21

Event Duration *
All-Day

Schedule Slots * 5 **Waitlist Slots *** 0

Freeze Date
0

Note: Freeze date allows you to set the number of days prior to an interview that an

Interviews	Applicants	Location	Interviewers	Actions
Oct 6, 2021 7:00 AM To 5:00 PM	fong, julie 0 MARK AS NO SHOW		adhikari, Umesh ▲ 2, EXAMPLE1	Actions ▼

ADD INTERVIEW

Invited

Search:
Applicant Name...

SCHEDULE ▼

Applicant

Simmons, Flora I W S
Oakland University William Beaumont School of Medicine

Items per page: 20 Page 1 of 1

Scheduled

Search:
Applicant Name...

Paired Status:
Applicant Types ▼

ADD INTERVIEW (1) ▼

Applicant

fong, julie I IP S
Oakland University William Beaumont School of Medicine

Items per page: 20 Page 1 of 1

Waitlisted

No applicants have been Waitlisted.

NEED HELP? [Contact the Client Technical Support](#) Monday-Friday 8 a.m.– 6 p.m. ET at 202-828-0413