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.

*RSVP Events appear on the Calendar in green. Private Events appear in purple with a key icon.*
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.
3. Within the Scheduled column, click on the purple drop-down arrow. Click on **Add to Interview**.
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/6/18</td>
<td>8:00 AM - 6:00 PM</td>
</tr>
</tbody>
</table>

Search:
- Applicant Name:
- Interviewer Name:

Interviewer Status:
- Available on 08/06/2019

Rows per Page:
- 20

Applicants (1)
- Bostra, Pesa

Interviewers (0)
- Arif, Anam
- Arif, Tayyab

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.*

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