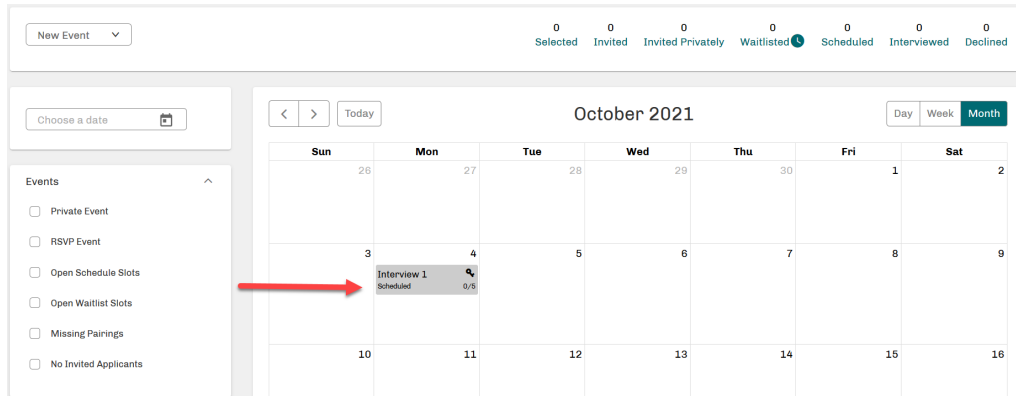
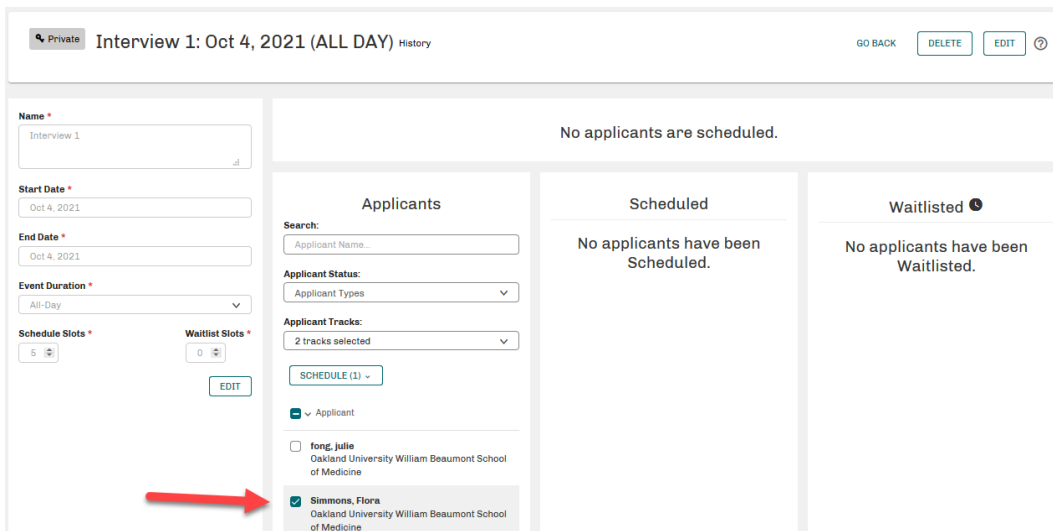


1. Click on an existing Private Event to invite applicants.



Private Events will only display in the PDWS and will not be visible by applicants. They appear on the calendar in purple and have a key icon.

2. From the Applicants columns, select applicant(s) by checking the box next to their name.



3. Within the Applicants column, click on the drop-down arrow. Click on “Move to Scheduled” or “Move to Waitlisted”. Applicant names now appear shaded in light green in the Scheduled or Waitlisted columns.

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

PDWS Job Aid – Add Applicants to Private Event

Private Interview 1: Oct 4, 2021 (ALL DAY) History GO BACK DELETE CANCEL SAVE

Name *
Interview 1

Details B I U

Start Date *
10/04/2021

End Date *
10/04/2021

Event Duration *
All-Day

Schedule Slots *
5

Waitlist Slots *
0

CANCEL SAVE

No interviews have been set up. ADD INTERVIEW

Applicants

Search: Applicant Name...

Applicant Status: Applicant Types

Applicant Tracks: 2 tracks selected

SCHEDULE (1)
MOVE TO SCHEDULED
MOVE TO WAITLISTED
VIEW APPLICATION

Simmons, Flora
Oakland University William Beaumont School of Medicine

Scheduled

Search: Applicant Name...

Paired Status: Applicant Types

ADD INTERVIEW

Applicant

Simmons, Flora
Oakland University William Beaumont School of Medicine

Items per page: 20 Page 1 of 1

Waitlisted

No applicants have been Waitlisted.

4. Click Save on the top right. You will be returned to the Calendar view.

Private Interview 1: Oct 4, 2021 (ALL DAY) History GO BACK DELETE CANCEL SAVE

Name *
Interview 1

Details B I U

Start Date *
10/04/2021

End Date *
10/04/2021

Event Duration *
All-Day

Schedule Slots *
5

Waitlist Slots *
0

CANCEL SAVE

No interviews have been set up. ADD INTERVIEW

Applicants

Search: Applicant Name...

Applicant Status: Applicant Types

Applicant Tracks: 2 tracks selected

SCHEDULE (1)
MOVE TO SCHEDULED
MOVE TO WAITLISTED
VIEW APPLICATION

Simmons, Flora
Oakland University William Beaumont School of Medicine

Scheduled

Search: Applicant Name...

Paired Status: Applicant Types

ADD INTERVIEW

Applicant

Simmons, Flora
Oakland University William Beaumont School of Medicine

Items per page: 20 Page 1 of 1

Waitlisted

No applicants have been Waitlisted.

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