Scheduler Invitations are used to send out one or multiple RSVP event dates to applicant(s) so they can self-schedule for an interview date or waitlist for multiple. Only RSVP Events can be included in these invitations. These dates appear on the calendar in green.

1. Access the Scheduler module.

2. Select New Invitation from the New Event drop-down menu.
3. Enter an Invitation Name (this field is not shared with applicants). Input a Message Subject and Body. Interview information details should be provided in the message body. The details should include start time, end time, and interview location.
4. You can search for applicants by name or sort them by their Applicant Status or Track. Select applicant(s) to invite by clicking the box to the left of the applicant(s) name.

*Note that all applicants are BCC’d and will not see other applicants who have been invited.*

5. Select the box next to the Event Name(s) you wish the applicant(s) to either Schedule or Waitlist themselves for. Then, click Send Invitation.
6. You will be able to monitor your invitations and responses by accessing the Invitations tab of the Scheduler.