

# Schedule Interviews

**User Groups:** Search Committee Chair, Hiring Manager, Department Support

**Purpose:** This process allows the interviews to be scheduled and entered into the system. Notification of interview can be sent to confirm interview with applicant and search committee members.

Click **JOBS** tab

The screenshot shows the HireTouch dashboard with the following sections:

- Navigation:** HOME, **JOBS**, APPLICANTS, RESOURCES
- My Dashboard:**
  - HIRE TOUCH NOTIFICATIONS:** No New Notifications
  - BOWLING GREEN STATE UNIVERSITY NOTIFICATIONS:** GO LIVE, Test Content
  - APPLICANTS BY MONTH:** A 3D bar chart showing applicant counts by month.
  - CLIENT NOTIFICATIONS:** GO LIVE
  - SYSTEM NOTIFICATIONS:** No New Notifications
  - CLOCK:** Thursday, December 12th, 2013, 5:18:54 PM
  - VIEWED JOBS:**

Date	Time	Job ID	Title
Dec 12	3:32 PM	3782	Communications Manager
Dec 12	1:07 PM	3788	Communications Manager
Dec 11	6:15 PM	3790	Communications Manager
Dec 11	5:39 PM	3789	Staff Accountant
Dec 9	11:25 AM	3786	Manager, Library Information Technology Services
Dec 2	2:47 PM	3784	Technology Support Specialist

Click 'Job Title'

The screenshot shows the 'My Jobs' page with the following details:



- Navigation:** HOME, **JOBS**, APPLICANTS, RESOURCES
- My Jobs:**
  - Search: [A-Z] [GO] [CLEAR]
  - Job Status: [Dropdown] Location: [Dropdown] [GO] [CLEAR]
  - Table:

TITLE	REQUISITION	STATUS	LOCATION	POSTING	OFFER
Business Analyst	3780	Posted	BGSU Main Campus	●	
Communications Manager	3782	Posted	BGSU Main Campus	●	
Communications Manager	3788	Recruitment Request Pending	BGSU Main Campus	○	
Manager, Library Information Technology Services	3786	Recruitment Request Pending	BGSU Main Campus	○	
Staff Accountant	3789	Recruitment Request Pending	BGSU Main Campus	○	
Technology Support Specialist	3784	Recruitment Request Pending	BGSU Main Campus	○	
University Paralegal	3785	Recruitment Request Pending	BGSU Main Campus	○	
  - Records 1-7 of 7 | First | Previous | Next | Last | Per Page 25
  - Font Size: A A A

Click  in Interview column

Z* Test Assistant Professor BGSU Main Campus - Faculty - Approval Pending														
<a href="#">Properties</a>   <a href="#">Applicants</a>   <a href="#">Activity</a>   <a href="#">Processes</a>   <a href="#">Forms</a>   <a href="#">Applicant Review</a>   <a href="#">Campaigns</a>   <a href="#">Posting</a>   <a href="#">Job Prospects</a>														
*All Job Applicants - Faculty														
<input type="text" value="Search"/> <input type="button" value="GO"/> <input type="button" value="CLEAR"/> <input type="button" value="Advanced Search"/> <span style="float: right;">Date Applied: <input type="text"/> User Status: <input type="text"/> Application: <input type="text"/></span>														
PROGRESS				SCREENING		REQUEST TO INTERVIEW REVIEW				HIRING				
NAME	EMPLOYEE	DOCS	STATUS	COMPLETED	REFERENCE LETTERS	COMMITTEE REVIEW	PHONE	CHAIR/DIRECTOR	DEAN	PROVOST	OED APPROVAL	SCHD ON-CAMPUS INTERVIEW	APPROVAL	BACKGR
<input type="checkbox"/> External Applicant 1, Testing	No		Hired	09/01/16										
<input type="checkbox"/> External Applicant 2, Testing	No		Hired	09/01/16										
<input type="checkbox"/> External Applicant 4, Testing	No		In Process	09/01/16										
<input type="checkbox"/> Test 1, BGSU	No		Submitted	09/01/16										
<input type="checkbox"/> Test 2, BGSU	No		Submitted	09/20/16										
<input type="checkbox"/> Tester, Lori	No		Submitted	09/01/16										

- Complete all \* required & relevant fields – some fields are prepopulated
- Type** - prepopulated with On-Campus Interview
- Name** – prepopulated with On-Campus Interview (applicant name)
- Status:** Interview Scheduled
- Start Date and Time** – prepopulated with current date and time. Change to actual scheduled time.
- End Date and Time** – prepopulated with current date and time. Change to actual scheduled time.
- Meeting Description box** – Can type text into this box – not required
- Send Reminder** – will send reminder email to applicant and attendees
- Recurrence** – Do not use
- Attendees** – you can add search committee members in this box – not required
- Event Location** – complete address fields

Click  **Save & Send** will save the interview information and move to the screen to send a confirmation email to the applicant – OR – you can just click  **Save** to only save the interview information.

HireTouch | Report Writer | CMS
Welcome, Lori Smith | Admin | Logout

HireTouch

Testing Bowling Green State University

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HOME PROSPECTS JOBS **APPLICANTS** RESOURCES SETUP

**June Carter** (jkamth@bgsu.edu)  
Secretary 2 - Testing - In Process

[Demographics](#) | [Jobs](#) | [Activity](#) | [Duplicates](#) | [Processes](#)

[Alerts](#) | [Correspondence](#) | [Documents](#) | [Events](#) | [Notes](#) | [Tasks](#) | [Trigger History](#)

Actions

- Edit Demographics
- Send Correspondence
- Upload a Document
- Schedule an Event
- Attach a Note
- Create a Task
- Assign Ownership
- Download Documents

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**Event Details**

Type:

Name:

Status:

---

**Schedule Event**

\*Start Date:  Today 12:00 PM

\*End Date:  Today 1:00 PM

Meeting Description:

Send Reminder:  Don't send reminder before event

Recurrence:  Does not recur  
 Daily  
 Weekly  
 Monthly  
 Yearly

---

**Event Participants**

Attendees:

Attendees  Remove Attendees

---

**Event Location**

Address:   
  
City:   
State/Province/Region:   
Postal Code:   
Country:

**Applicant Details**

Candidate #: 175605  
Applied: Fri 11/14/14 at 11:01 AM  
Status: In Process

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**Processes**

Application	Completed	11/14/14
Committee	Qualified	11/14/14
Review	Proceed	
Phone	Not Needed/Request	11/14/14
Interview	On-Campus Interview only	
On-Campus Classified	Internal - OED Approval Not Needed	11/14/14
Request	Internal - OED Approval Not Needed	
On-Campus Not Started	Interview	11/14/14

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**Job Details**

Title: Secretary 2 - Testing  
Location: BGSU Main Campus  
Category: Secretary and Administrative Assistants  
Department: GRE&L Study Abroad  
Organization: Staff - Hourly  
Job Status: Campus Interviews Approved

[View Applicants by Job](#)

Save & Send

 Save

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If you clicked Save and Send – you now will be able to send an email to applicant and attendees.

**From** – prepopulated

**To** – prepopulated applicant email address


**CC** – you can include any other person you would like to receive a copy of the email

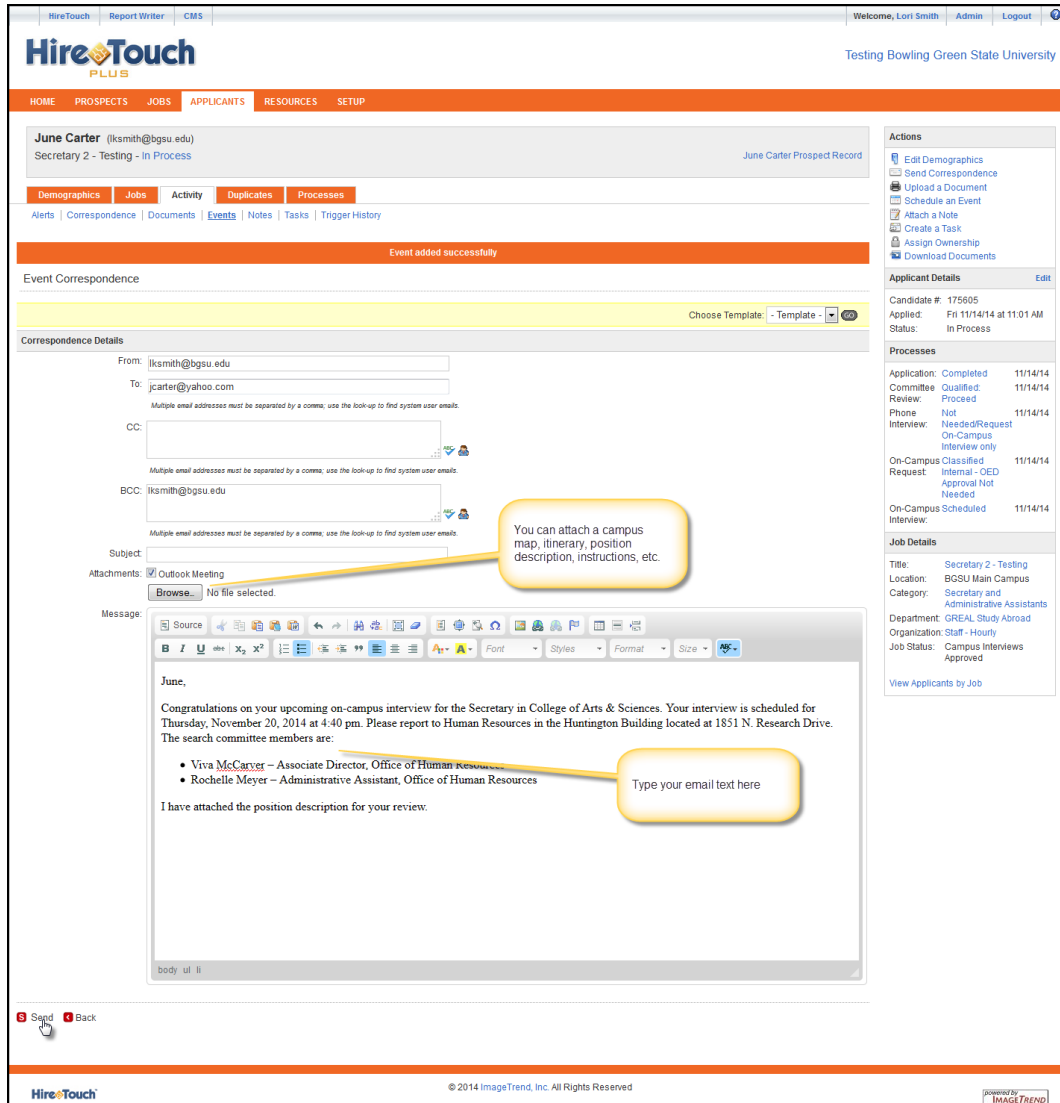
**BCC** – you can include any other person you would like to receive a copy of the email

**Subject** – subject line of the email

**Attachments** – automatically attaches a meeting request from Outlook. You can also browse your documents and attach any other document you would like applicant to receive such as an agenda and campus map.

**Message** – include email message

Click  Send



The screenshot shows the HireTouch PLUS interface for sending an email to an applicant. The top navigation bar includes links for HOME, PROSPECTS, JOBS, APPLICANTS, RESOURCES, and SETUP. The main content area displays the profile of June Carter (lksmith@bgsu.edu), Secretary 2 - Testing - In Process. A yellow banner indicates "Event added successfully". The "Event Correspondence" section shows the email composition form with fields for From, To, CC, BCC, Subject, and Attachments. A yellow callout box points to the Attachments field, stating "You can attach a campus map, itinerary, position description, instructions, etc.". The "Message" field contains the following text: "June, Congratulations on your upcoming on-campus interview for the Secretary in College of Arts & Sciences. Your interview is scheduled for Thursday, November 20, 2014 at 4:40 pm. Please report to Human Resources in the Huntington Building located at 1851 N. Research Drive. The search committee members are: • Viva McCarter – Associate Director, Office of Human Resources • Rochelle Meyer – Administrative Assistant, Office of Human Resources I have attached the position description for your review." A yellow callout box points to the message text, stating "Type your email text here". The right sidebar shows the "Actions" menu with options like Edit Demographics, Send Correspondence, Upload a Document, Schedule an Event, Attach a Note, Create a Task, Assign Ownership, and Download Documents. Below this is the "Applicant Details" section, including Candidate # 175605, Applied: Fri 11/14/14 at 11:01 AM, Status: In Process, and a "Processes" table. The "Job Details" section includes Title: Secretary 2 - Testing, Location: BGSU Main Campus, Category: Secretary and Administrative Assistants, Department: GREAL Study Abroad, Organization: Staff - Hourly, and Job Status: Campus Interviews Approved. The bottom of the page features a "Send" button with a red "S" icon and a "Back" button with a red "B" icon. The footer includes the HireTouch logo, copyright information for ImageTrend, Inc. (© 2014), and a "POWERED BY IMAGE TREND" logo.

Message will appear on orange bar indicating 'Correspondence sent successfully'.

Click 'View Applicants by Job' in the Job Details menu on the right to return to all applicants in job.

**HireTouch PLUS**

Welcome, Lori Smith | Admin | Logout

Testing Bowling Green State University

HOME PROSPECTS JOBS **APPLICANTS** RESOURCES SETUP

**June Carter** (lksmith@bgsu.edu)  
Secretary 2 - Testing - In Process

June Carter Prospect Record

Demographics Jobs **Activity** Duplicates Processes

Alerts | Correspondence | Documents **Events** | Notes | Tasks | Trigger History

Correspondence sent to 'lksmith@bgsu.edu' successfully

**Event Details**

Name: On-Campus Interview - June Carter  
Type: On-Campus Interview  
Status: Interview Scheduled  
Start Date: Friday, November 14, 2014 at 12:00 PM  
End Date: Friday, November 14, 2014 at 1:00 PM  
When: 20 minutes from now  
Duration: 1 hour  
Description:  
Attendees: Lori Smith

**Event Location**

Address: Office of Human Resources  
1851 N. Research Drive  
City: Bowling Green  
State/Province/Region: Ohio  
Postal Code: 43403  
Country: United States

**Event Correspondence**

To: lksmith@bgsu.edu  
From: lksmith@bgsu.edu  
Cc:  
Bcc: lksmith@bgsu.edu  
Subject:  
Message: June,  
Congratulations on your upcoming on-campus interview for the Secretary in College of Arts & Sciences. Your interview is scheduled for Thursday, November 20, 2014 at 4:40 pm. Please report to Human Resources in the Huntington Building located at 1851 N. Research Drive. The search committee members are:  
Viva McCarver – Associate Director, Office of Human Resources  
Rochelle Meyer – Administrative Assistant, Office of Human Resources  
I have attached the position description for your review.  
Attachments: Outlook Meeting

0 NOTES SO FAR  
Lori Smith said...

Note Type: \*Public Note

Actions:  
Edit Demographics  
Send Correspondence  
Upload a Document  
Schedule an Event  
Attach a Note  
Create a Task  
Assign Ownership  
Download Documents

**Applicant Details**

Candidate #: 175605  
Applied: Fri 11/14/14 at 11:01 AM  
Status: In Process

**Processes**

Application:	Completed	11/14/14
Committee:	Qualified	11/14/14
Review:	Proceed	
Phone:	Not Needed/Request	11/14/14
Interview:	On-Campus Interview only	
On-Campus Request:	Classified Internal - OED Approval Not Needed	11/14/14
On-Campus Interview:	Scheduled	11/14/14

**Job Details**

Title: Secretary 2 - Testing  
Location: BGSU Main Campus  
Category: Secretary and Administrative Assistants  
Department: GREAL Study Abroad  
Organization: Staff - Hourly  
Job Status: Campus Interviews Approved

View Applicants by Job

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If interview needs rescheduled, click 'applicant name'

HOME PROSPECTS **JOBS** APPLICANTS RESOURCES SETUP

### Secretary 2 - Testing

BGSU Main Campus - Secretary and Administrative Assistants - Campus Interviews Approved

Properties **Applicants** Activity Processes Forms Campaigns Posting Job Prospects

\* All Job Applicants

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A

Search [CLEAR] Advanced Search - Date Applied - - User Status - - Application - [CLEAR]

NAME	EMPLOYEE	DOCS	STATUS	COMPLETED	COMMITTEE	PHONE	REQUEST	INTERVIEW	REFERENCES	BACKGROUND	PROPOSAL	OFFER	WELCOME	ONBOARDING	DISPOSITION
Carter, June	No	In Process	11/14/14												

- Bulk Actions - Records 1-1 of 1 | First | Previous | Next | Last | Per Page 25

Click 'Activity'

HOME PROSPECTS **JOBS** APPLICANTS RESOURCES SETUP

### June Carter (lksmith@bgsu.edu)

Secretary 2 - Testing - In Process June Carter Prospe

Demographics **Jobs** **Activity** Duplicates Processes

Addresses | Contact Information | Education | Employment | Military | References

#### Demographics

**Demographics**

Name: June Carter  
Address: 2525 South Street  
Bowling Green, Ohio 43402  
Home Phone: 419-555-5555  
Cell Phone: 419-555-5555  
Email: lksmith@bgsu.edu  
Current Employee: No  
Race: White (not of Hispanic Origin)  
Gender: Female  
Ethnicity:  
Registered: January 23, 2014 at 11:40 AM

**Correspondence (1)** Last Updated: 11/14/2014 at 11:39 AM  
Sent Fri 11/14/14 at 11:39 AM by Lori Smith

**Documents (0)**  
None

**Events (1)** Last Updated: 11/14/2014 at 11:21 AM

**Notes (0)**

Click 'Events' that is associated with "On-Campus Interview" type column

**June Carter** (lksmith@bgsu.edu)  
 Secretary 2 - Testing - In Process June Carter Prospe

Demographics | **Jobs** | **Activity** | Duplicates | Processes

[Alerts](#) | [Correspondence](#) | [Documents](#) | [Events](#) | [Notes](#) | [Tasks](#) | [Trigger History](#)

Activity

\* Due to permission settings on document types, there may be more documents than are listed.

- Date - | All Users |  |

DATE	CATEGORY	NAME	TYPE	USER
November 14, 2014				
12:00 PM	<a href="#">Events</a>	On-Campus Interview - June Carter	On-Campus Interview	Lori Smith
11:39 AM	<a href="#">Correspondence</a>			Lori Smith
11:21 AM	<a href="#">Applicant On-Campus Interview Status</a>	Scheduled	Secretary 2 - Testing	Lori Smith
11:03 AM	<a href="#">Applicant On-Campus Interview Status</a>	Not Started	Secretary 2 - Testing	Lori Smith
11:03 AM	<a href="#">Applicant On-Campus Request Status</a>	Classified Internal - OED Approval Not Needed	Secretary 2 - Testing	Lori Smith
11:03 AM	<a href="#">Applicant On-Campus Request Status</a>	Not Started	Secretary 2 - Testing	Lori Smith
11:03 AM	<a href="#">Applicant Phone Interview Status</a>	Not Needed/Request On-Campus Interview only	Secretary 2 - Testing	Lori Smith
11:02 AM	<a href="#">Applicant Phone Interview Status</a>	Not Started	Secretary 2 - Testing	Lori Smith
11:02 AM	<a href="#">Applicant Status</a>	In Process	Secretary 2 - Testing	Lori Smith
11:02 AM	<a href="#">Applicant Committee Review Status</a>	Qualified: Proceed	Secretary 2 - Testing	Lori Smith

Records 1-10 of 22 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Page 1 |  | Per Page

HireTouch | Report Writer | CMS | Welcome, Lori Smith | Admin | Logout

# HireTouch PLUS

Testing Bowling Green State University

HOME | PROSPECTS | JOBS | APPLICANTS | RESOURCES | SETUP

## June Carter (lksmith@bgsu.edu)

Secretary 2 - Testing - In Process June Carter Prospect Record

Demographics | Jobs | Activity | Duplicates | Processes

Alerts | Correspondence | Documents | **Events** | Notes | Tasks | Trigger History

### Events

#### Event Details

Name: On-Campus Interview - June Carter  
Type: On-Campus Interview  
Status: Interview Scheduled  
Start Date: Friday, November 14, 2014 at 12:00 PM  
End Date: Friday, November 14, 2014 at 1:00 PM  
When: 15 minutes from now  
Duration: 1 hour  
Description:  
Attendees: Lori Smith

#### Event Location

Address: Office of Human Resources  
1851 N. Research Drive  
City: Bowling Green  
State/Province/Region: Ohio  
Postal Code: 43403  
Country: United States

#### Event Correspondence

To: lksmith@bgsu.edu  
From: lksmith@bgsu.edu  
Cc:  
Bcc: lksmith@bgsu.edu  
Subject:  
Message: June,  
Congratulations on your upcoming on-campus interview for the Secretary in College of Arts & Sciences. Your interview is scheduled for Thursday, November 20, 2014 at 4:40 pm. Please report to Human Resources in the Huntington Building located at 1851 N. Research Drive. The search committee members are:  
Viva McCarver – Associate Director, Office of Human Resources  
Rochelle Meyer – Administrative Assistant, Office of Human Resources  
I have attached the position description for your review.  
Attachments: Outlook Meeting

#### CREATED

Date: Fri 11/14/14  
Time: 11:21 AM  
User: Lori Smith

#### MODIFIED

Date: Fri 11/14/14  
Time: 11:21 AM  
User: Lori Smith

#### ADD A TASK

Name: Applicant Selection Authorizatio  
Task Type: Applicant Selection Authorizatio  
Assign To: Dunn, Jason  
Due Date: 11/16/2014 Today  
+ Add

#### Actions

- Edit Demographics
- Send Correspondence
- Upload a Document
- Schedule an Event
- Attach a Note
- Create a Task
- Assign Ownership
- Download Documents

#### Applicant Details

Candidate #: 175605  
Applied: Fri 11/14/14 at 11:01 AM  
Status: In Process

#### Processes

Application:	Completed	11/14/14
Committee Review:	Qualified Proceed	11/14/14
Phone Interview:	Not Needed/Request	11/14/14
On-Campus Request:	Classified Interns - OED Approval Not Needed	11/14/14
On-Campus Interview:	Scheduled	11/14/14

#### Job Details

Title: Secretary 2 - Testing  
Location: BGSU Main Campus  
Category: Secretary and Administrative Assistants  
Department: GREAL Study Abroad  
Organization: Staff - Hourly  
Job Status: Campus Interviews Approved

[View Applicants by Job](#)

Edit Back

0 NOTES SO FAR

Lori Smith said...

Note Type: \*Public Note

+ Add Note

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Revise Start and End Date and Time.

Click **S Save & Send** or **S Save**. If you need to send another email you should click the Save & Send – if you are only updating information you can just click Save.

**HireTouch PLUS** | Welcome, Lori Smith | Admin | Logout | Testing Bowling Green State University

HOME | PROSPECTS | JOBS | **APPLICANTS** | RESOURCES | SETUP

**June Carter** (lksmith@bgsu.edu)  
Secretary 2 - Testing - In Process | June Carter Prospect Record

Demographics | Jobs | **Activity** | Duplicates | Processes

Alerts | Correspondence | Documents | **Events** | Notes | Tasks | Trigger History

### Events

#### Event Details

Type: On-Campus Interview  
\*Name: On-Campus Interview - June Carter  
Status: Interview Scheduled

#### Schedule Event

\*Start Date: 11/14/2014 Today 12:00 PM  
\*End Date: 11/14/2014 Today 1:00 PM  
Meeting Description:  
Send Reminder: Don't send reminder before event  
Recurrence:  Does not recur  
 Daily  
 Weekly  
 Monthly  
 Yearly

#### Event Participants

Attendees: Smith, Lori  
+ Attendees -x Remove Attendees

#### Event Location

Address: Office of Human Resources  
1851 N. Research Drive  
City: Bowling Green  
State/Province/Region: Ohio  
Postal Code: 43403  
Country: United States

**S Save & Send** **S Save** **x Delete** **v Back**

#### Actions

- Edit Demographics
- Send Correspondence
- Upload a Document
- Schedule an Event
- Attach a Note
- Create a Task
- Assign Ownership
- Download Documents

#### Applicant Details

Candidate #: 175605  
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[View Applicants by Job](#)

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