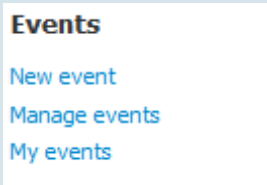
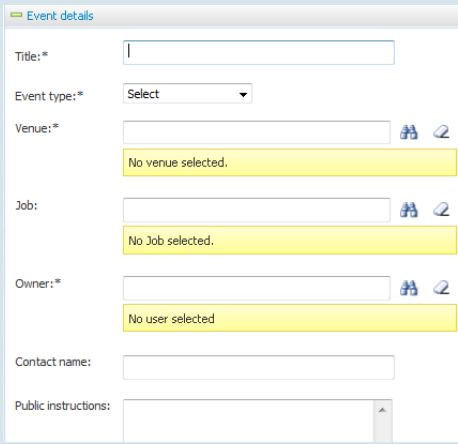


Quick Reference Guide – Interview Booking Events

What you need to do	What you will see
<p>STEP 1: Creating an Interview Booking Event</p> <p>Click New event from the side menu.</p> <p>An event (e.g. an interview) must be created prior to inviting applicants to the event.</p>	
<p>STEP 2: Enter the event details</p> <p>Use a unique title so that you can easily identify your event later.</p> <p>For example, <i>'Accountant (12345), interviews, July 2009'</i>.</p> <p>Enter all other details, including event type, venue, job and owner.</p> <p>For the venue selection, after selecting the event type click the binoculars to the right of the venue field. From the list selected your desired venue, however, this does not book the room. Prior to selecting your venue ensure that the room you want has been booked through your regular room booking channels. If the venue you want to use is not listed, add the venue to the list by clicking Add new venue.</p> <p>If relevant, enter a contact name and Public instructions. These will show on the Applicant services centre when the applicant log in.</p>	

STEP 3: Enter date and time slots

Click the **Add** button to add the event timeslots.

Enter the date range and select the days of the week on which the event will be held. Enter the start and end time.

Enter the number of positions available at each timeslot in the **Positions** field.

If your event is a one-on-one interview, only one applicant can attend at each timeslot.



This means you must enter "1" in the Positions field.

If your event is a group assessment centre, you might enter "10" into the positions field.

Click the **Add** button to add the timeslots.

Bulk add timeslots

Please fill in all mandatory fields marked with an asterisk (*).

From: *  To: * 

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

	Start time:	End time:		Start time:	End time:
1	<input type="text"/>	<input type="text"/>	6	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	7	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	8	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	9	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	10	<input type="text"/>	<input type="text"/>

Positions: * Users: 0 Active: * ☒ Yes ☐ No

STEP 4: Review the timeslots

Review the timeslots and select the appropriate reminder.

Select yes to e-mail any users if selected.

Click **Save**.

Active	Event	Date	Start	End	Attendees	Positions	
<input checked="" type="checkbox"/>		28 Nov 2011	09:00am	10:00am	0 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>		28 Nov 2011	10:00am	11:00am	0 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>		28 Nov 2011	01:00pm	02:00pm	0 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>		28 Nov 2011	02:00pm	03:00pm	0 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>		29 Nov 2011	09:00am	10:00am	0 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>		29 Nov 2011	10:00am	11:00am	0 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>		29 Nov 2011	01:00pm	02:00pm	0 Users 0 Applicants	1	Edit Remove
<input checked="" type="checkbox"/>		29 Nov 2011	02:00pm	03:00pm	0 Users 0 Applicants	1	Edit Remove

Remind applicants: Weeks before the event?: ☐ Yes ☒ No

0 applicants, 0 agencies and 0 users have not yet been sent an invitation.

E-mail: Users: ☒ Yes ☐ No

STEP 5: Events calendar


The events calendar will be displayed.
From here you can search for events and
view timeslots.


[New event](#) | [Print events](#) | [Print events with bookings](#)

Manage events

[Calendar](#) **Events** [Timeslots](#)

[+ Show search criteria](#)

Date: 

8	am	
9	00	
10	00	
11	00	
12	pm	
1	00	 HR Director 1st Interview, Venue: John Butrovich Building
2	00	