

Creating an Interview Event Session: *Cornerstone Recruit*

When scheduling interviews for your recruitment efforts, it often involves back-and-forth coordination and correspondence with your candidates to determine dates/times for both their availability as well as your search committee.

Cornerstone Recruit has a function called Interview Events that allows you to set up interview sessions that your top candidates can then self-register to, saving you and your staff time while providing a seamless experience to your candidates.

1. Login to Cornerstone via uLink, navigate to the Menu options, hover over Recruit, then select “Interview Events and Sessions”.
2. Click **Create New Event** to begin composition of event details and attributes.
3. Fill in the event Details in the web form provided. If you plan on conducting interviews over several days, ensure your start and end dates encompass this range.
 - a. It’s very important to name your hiring committee as Owners of the Event so that they can access this event tab and track the scheduled sessions as they’re chosen by candidates. Only “owners” of each specific event are able to access event details.
 - b. Also, make sure you set Availability criteria to “All Users”, then click Add to ensure all of your owners are able to access, especially if your committee includes a multi-department team.

Event Details ?

Name: HR Interview

Description: Type details about interview here

Location:

Address Line 1: Martin Hall

Address Line 2: Rm 134

City: Lafayette **State/Province:** --Select-- **Zip:** 70503

Country: United States

Start Date: 7/27/2018 **End Date:** 7/31/2018

Time Zone: (UTC-06:00) Central Time (US & Canada)

Owner(s): **Add Owner(s)** Default, HR

Availability

Select which users should have access to this event when scheduling interviews.

OU Criteria: All Users **Add**

All users in Corporation University of Louisiana, Lafayette Include Subordinates

- Once all details are entered, click Add Session to create your session(s) that you wish to schedule. On this page you will designate the date range, time duration, and Number of Applicants Allowed at each session. Number of Applicants should usually be “1”, unless you plan to interview pairs of applicants together. When finished Click “Create Parts”

Session

Session Details

Define the session start and end date, start and end time, along with the duration for each session part. If there is only one session part needed, select full duration and up for the entire session or for each session part.

Session: *Pending Save* Interviewer(s): [Add Interviewer\(s\) to All Parts](#)
Faul, Corey

Start Date: End Date:

SESSION PARTS

Start Time: End Time

Part Duration: Number of Applicants Allowed:

[Create Parts](#)

- This will return you to the previous “Event Details” page. You can click “Add Session” to return and create other sessions.
- If you are looking to create multiple sessions on the same day, there is a quicker way to instantly create these in a few clicks. Set your Start and End date to the same date, and the start and end time to the full span of time on that day you hope to interview, then put the approx. length of each interview slot. For example, below there is availability between 8AM and noon for 30 minute interview sessions.

Start Date: End Date:

SESSION PARTS

Start Time: End Time

Part Duration:

[Create Parts](#)

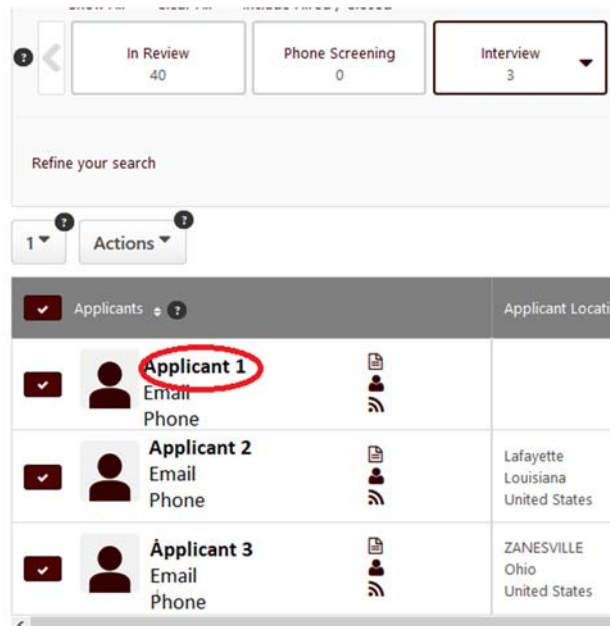
This automatically creates 8 sessions at once. Ensure you click “Add Interviewers to All Parts” if you want the same present at all events, or Click “Add Interviewers” next to adjust manually.

Date	Start Time	End Time	Interviewers
7/27/2018	8:00 AM	8:30 AM	Add Interviewer(s)
7/27/2018	8:30 AM	9:00 AM	Add Interviewer(s)
7/27/2018	9:00 AM	9:30 AM	Add Interviewer(s)
7/27/2018	9:30 AM	10:00 AM	Add Interviewer(s)
7/27/2018	10:00 AM	10:30 AM	Add Interviewer(s)
7/27/2018	10:30 AM	11:00 AM	Add Interviewer(s)
7/27/2018	11:00 AM	11:30 AM	Add Interviewer(s)
7/27/2018	11:30 AM	12:00 PM	Add Interviewer(s)

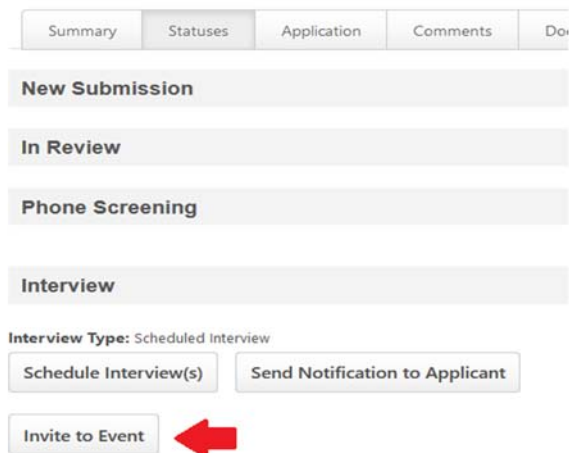
7. Once all sessions (parts) are created, ensure you click Save on the Event Details page before exiting this screen.

Inviting Candidates to the Interview Event:

1. Hover over Recruit and select your Hiring Dashboard. Enter the applicant pool by clicking on the total number of applicants, then select the applicant(s) you wish to interview by clicking the check mark next to their name, then change their status to "Interview".
2. Once they are in the Interview Step, access the Interview tab by clicking Interview status box above app pool, then Search icon on far right.



3. Each applicant has to be invited individually by first clicking their name to open their profile, then Statuses, and finally "Invite to Event" button.



- The Event invite prompt will open. Click “Select an Event” text to populate available events you’ve created, or of which you’re an Owner.

- Once you select the particular event, you can designate the type of interview (in person/phone), which dates you wish to invite that particular applicant (typically all Dates), add any comments you want to appear in the automated message to the candidate, then click “Send Invite to Applicant” button.

- Applicants will receive an email directing them to log back in to the Career site where they applied, and launch the self-scheduling Task. Once confirmed, you will receive email notification completing the process.