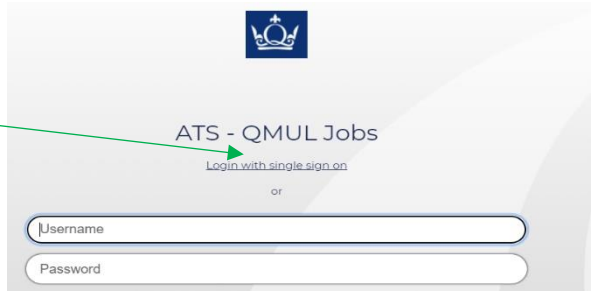
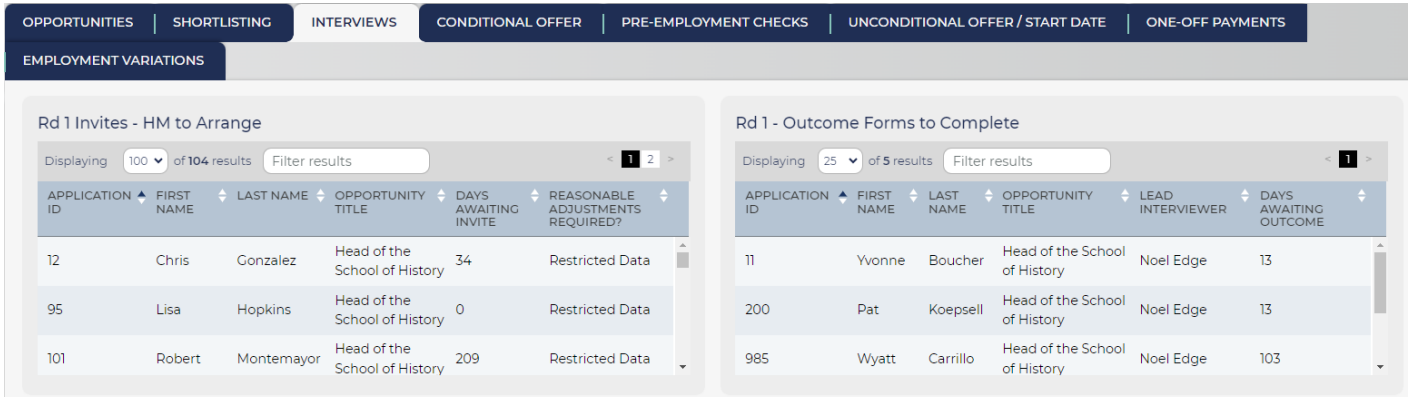
Oleeo User Guide – Viewing, Editing and Rescheduling Interviews

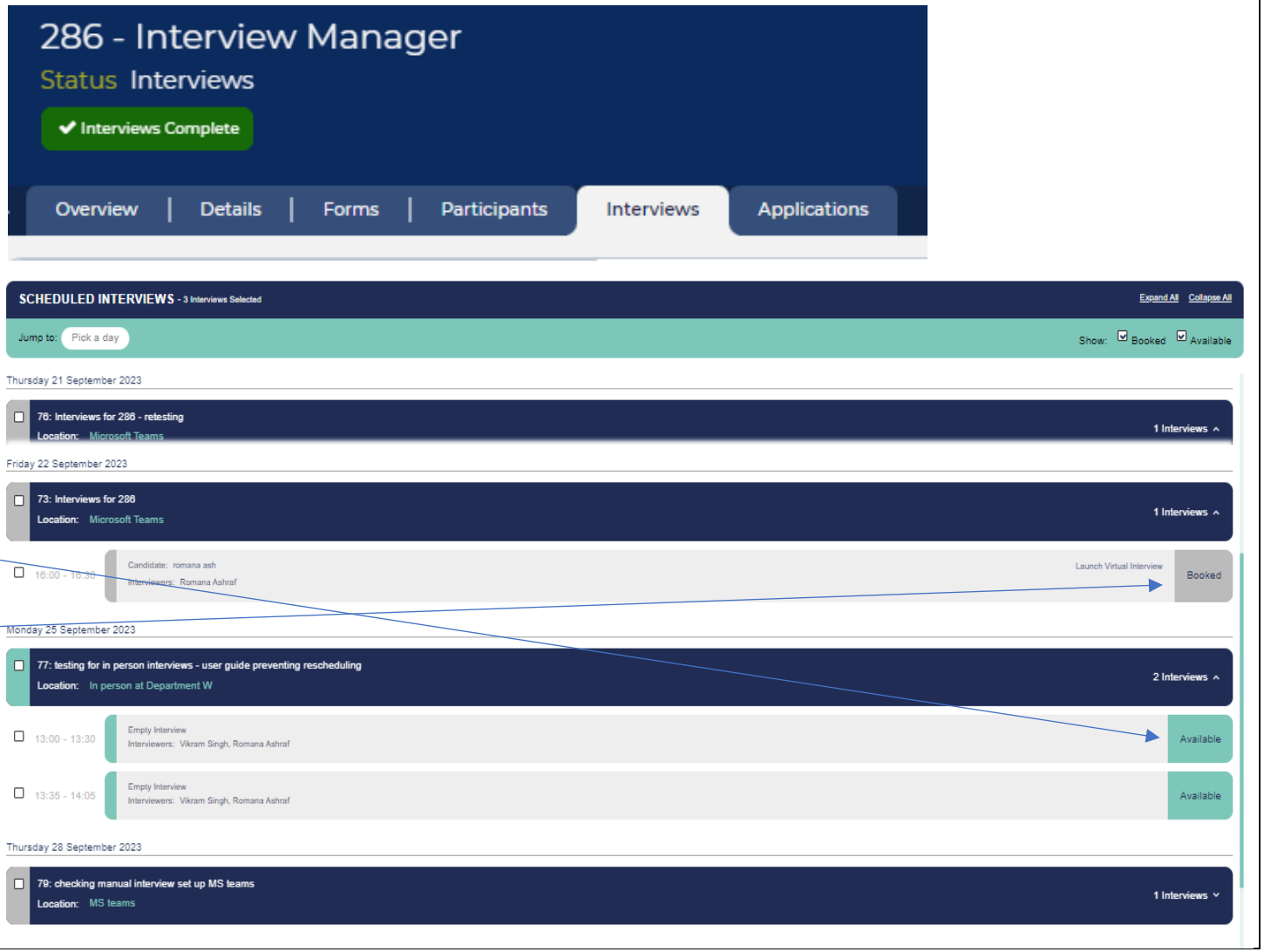
This document will provide you (Hiring Manager) with step-by-step guidance on how to:

- View your interview schedule/slots and export interview schedules
- Edit your interview schedule and slots
- Rescheduling a candidate and downloading the itinerary

Throughout this document, the terms opportunities and vacancies are used interchangeably. The term "HM" refers to the Hiring Manager.

Accessing Oleeo/Dashboard

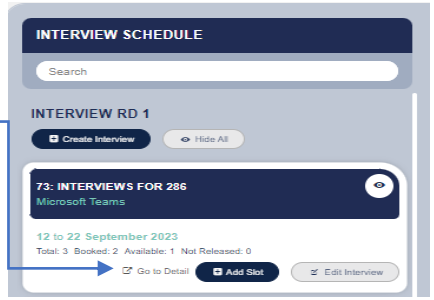
Step/Action	Example/Screenshot
To access the Oleeo system, follow this link: https://qmul-jobs.tal.net/ and click "*Log in with single sign on*" to log in to the system. You are not required to enter any log in details. When you log into Oleeo, you will be presented with your **Dashboard.** Your dashboard includes an **"Interview"** tab which provides you with an overview of candidates and vacancies at interview stage. ***HM to Arrange*** – this box shows you all candidates that have been selected for interview (successfully shortlisted). These candidates have **not** yet been sent interview invites. **Outcome Forms to Complete:** this box shows you all candidates who have booked into interview slots and as a Hiring Manager, you will need to complete their Interview feedback forms (see separate user guide for this).	 

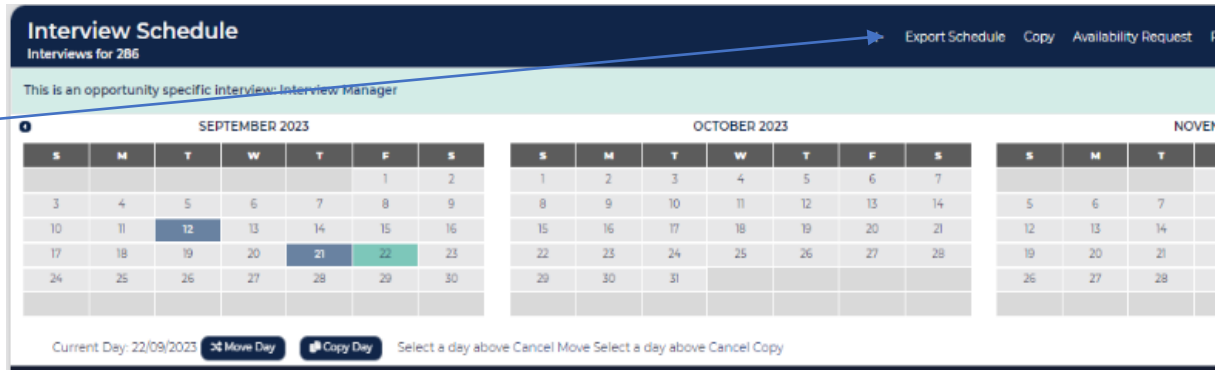
How To Check Your Interview Schedule and Export The Schedule	
Step/Action	**Examples/Screenshots**
There are 2 ways in which you can view your interview schedules. To view your interview schedule and to see if your slots have been booked into. You will first need to go into your vacancy page and click the **"interviews"** tab. From this point, there are 2 ways in which you can view your interview schedule. **Method 1:** On this page, you will see your scheduled interviews and see all interview slots that are **"Available"** (no candidate has booked into this interview time slot) and slots that have been **"Booked"** (candidate/s have booked into the interview time slot).	

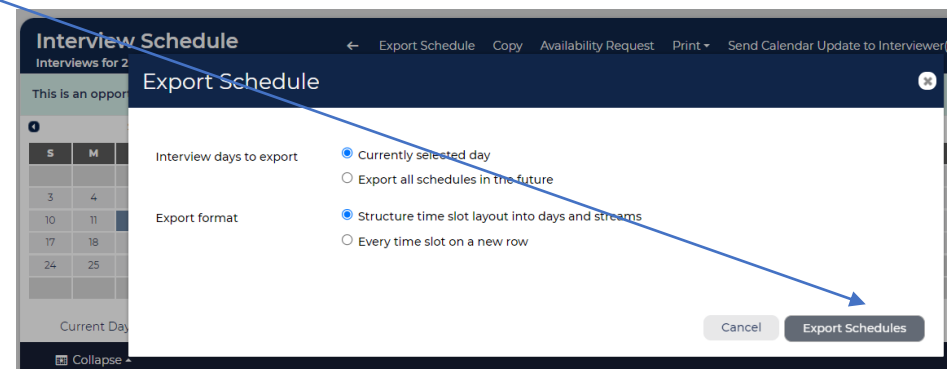
Method 2:
On the same page, on the left-hand side, click **"Go to Detail"**

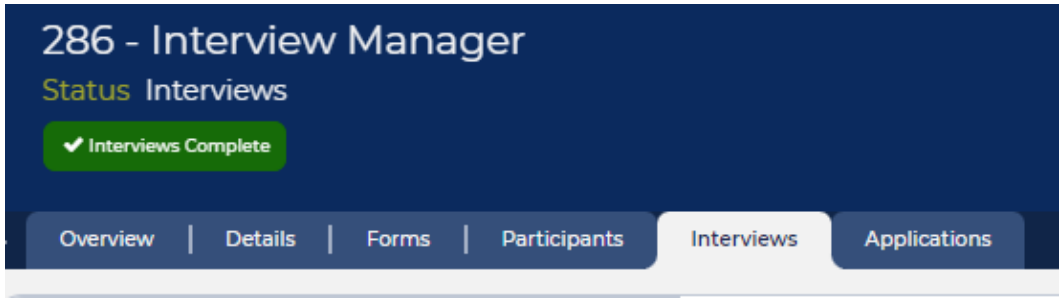
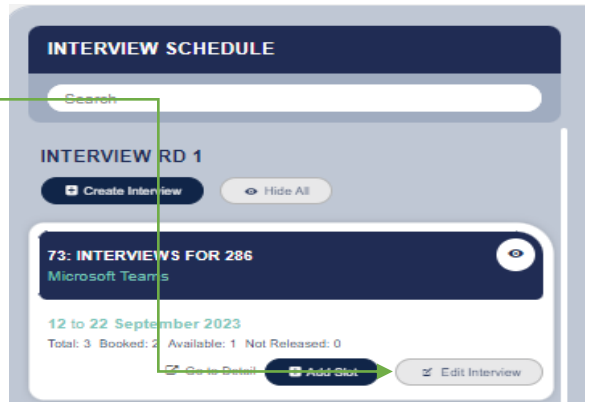
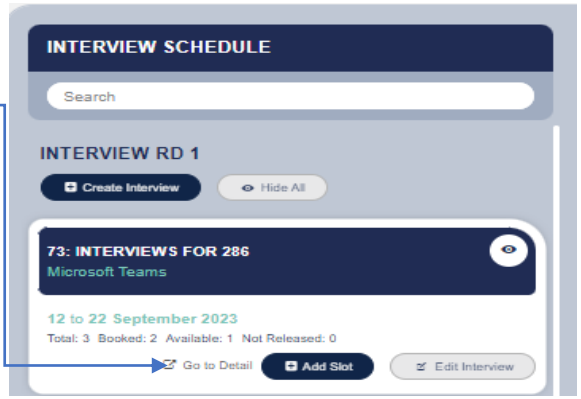
This will take you to the interview schedule page. Here you will see your interview slots under the **"Schedule"** tab.

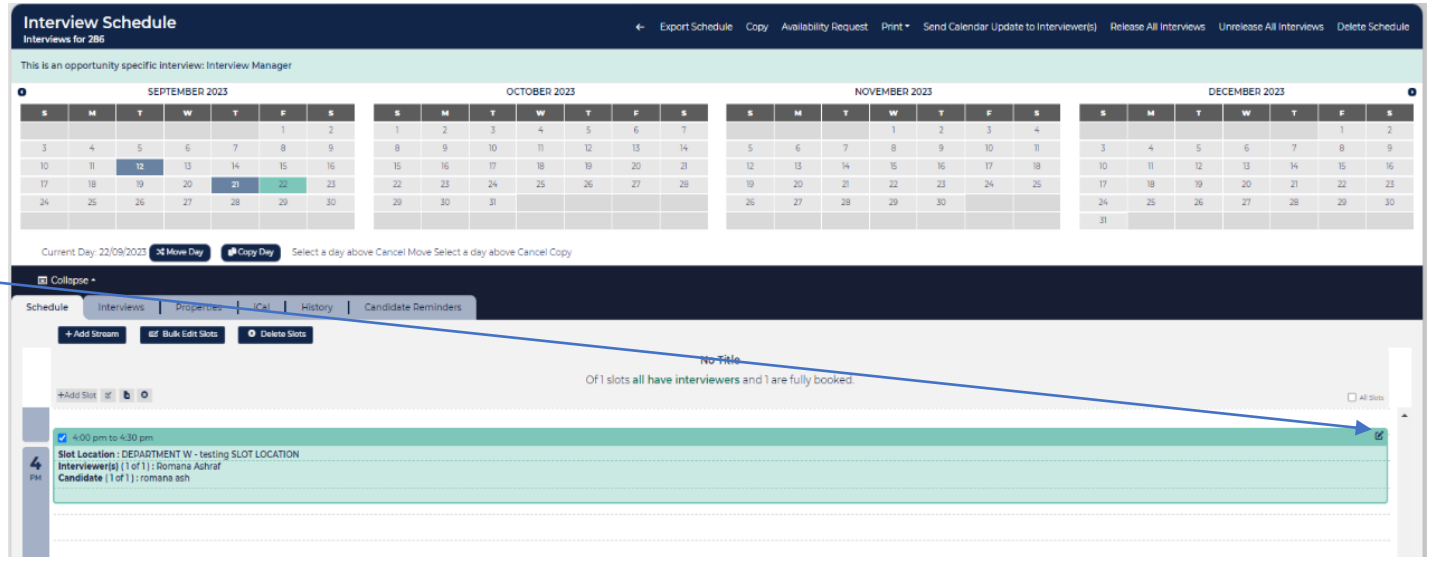
Here you can select the **"Export Schedule"** button and select the options based on your requirements. Once you click "**Export Schedule**", an excel spreadsheet will download and ready for you to access and cascade to the interview panel.

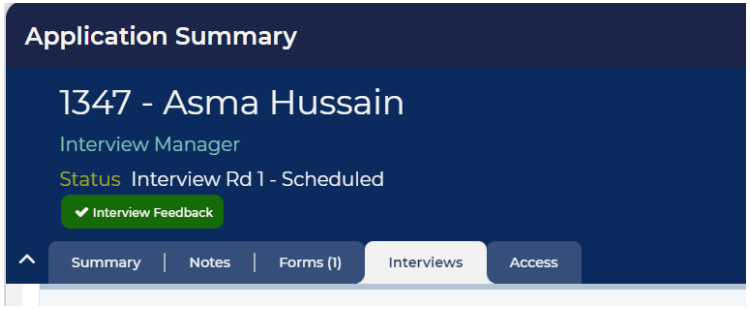
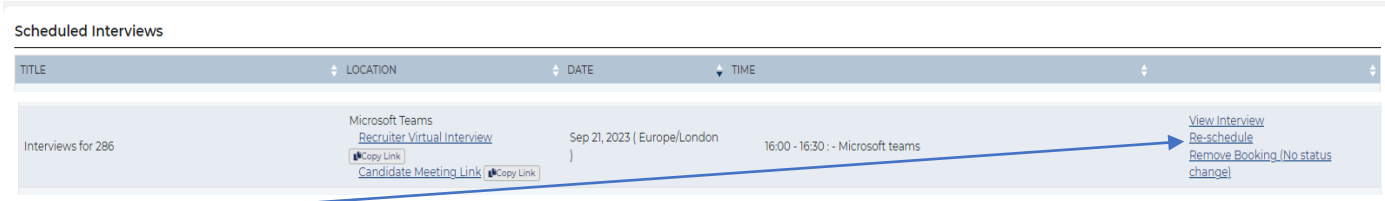
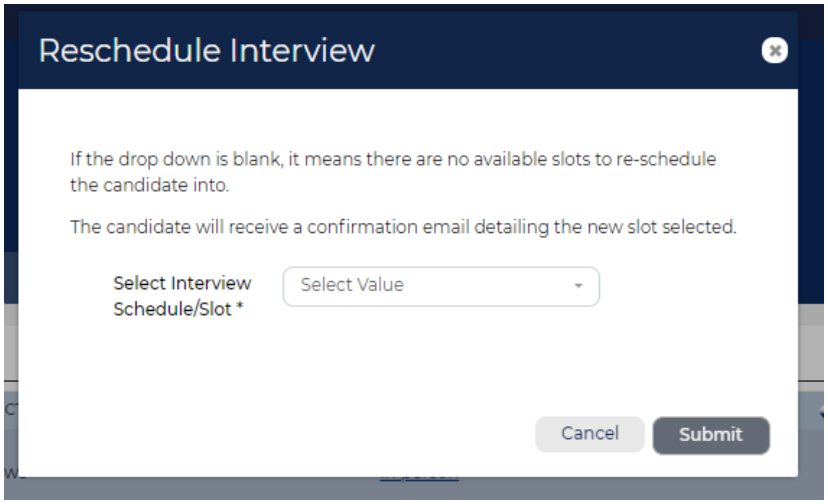


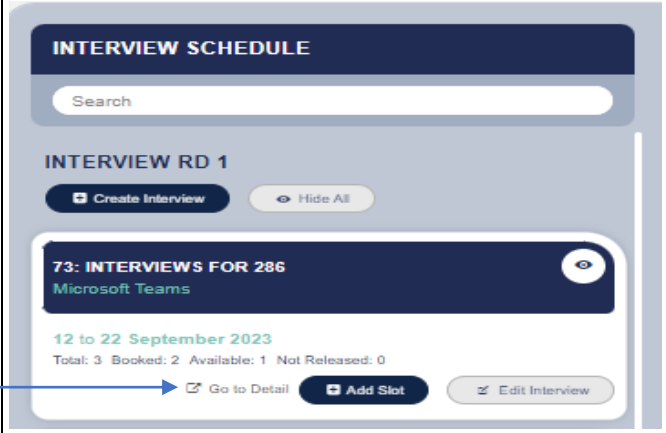
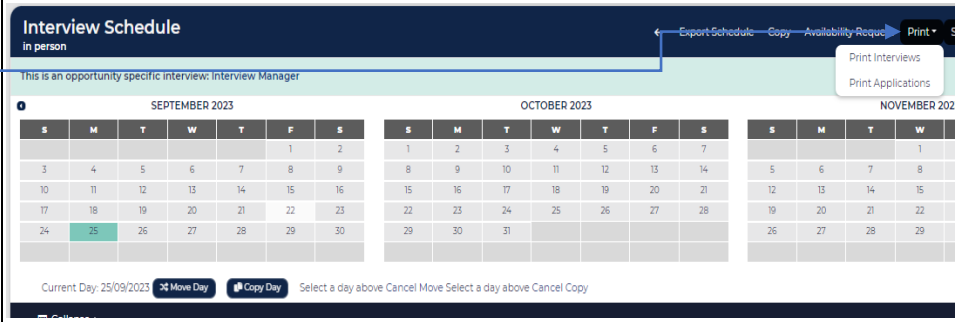
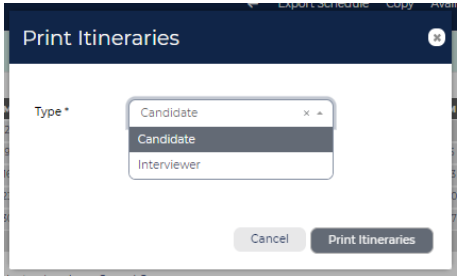




How To Edit Interviews	
Step/Action	**Examples/Screenshots**
You will need to go into your vacancy page and click the **"interviews"** tab. Here you can see your scheduled interviews and slots as described in the section above.	
On the same page, on the left-hand side, you can edit your Interview Schedule by clicking the **"Edit Interview"** button next to the relevant interview box. This will allow you to edit the schedule details.	
To edit Interview Slots, click **"Go to Detail"**	

This will take you to the interview schedule page. Here you will see your slots under the **"Schedule"** tab. If you want to amend the details of the slot, click the checkbox of the slot and select the pencil icon. This will allow you to edit interview time slots. Please note these must not be edited if a candidate has already booked into the slot.	

How To Reschedule a Candidate's Interview	
Step/Action	**Examples/Screenshots**
To reschedule an interview, you must first ensure the interview schedule and time slot is created on the vacancy page under the "**Interviews**" tab (Follow separate user guide for this). Next, you must go into the applicants page, click in the **"Interviews"** tab. You will then see relevant interview information for this particular candidate and a section titled **"Scheduled Interviews".** Select **"Reschedule"** and a pop up **"Reschedule Interview"** box will appear. Select the interview time slot you wish to book the candidate into and click **"Submit".** This will send a rescheduled confirmation email to the candidate informing them of the revised details.	  

How To View and Print Your Interview Itinerary	
Step/Action	**Examples/Screenshots**
To view your interview itinerary and print application forms for your interview panel members, you must click **"Go to detail"** for the interviews.	
Click **"Print"** and either: 1) Click **"Print Interviews"** and select **"candidates"** – this will print the interview itinerary for you. 2) Click **"Print Applications"** and this will print the applications for you via printbook.