



## Scheduling Interviews

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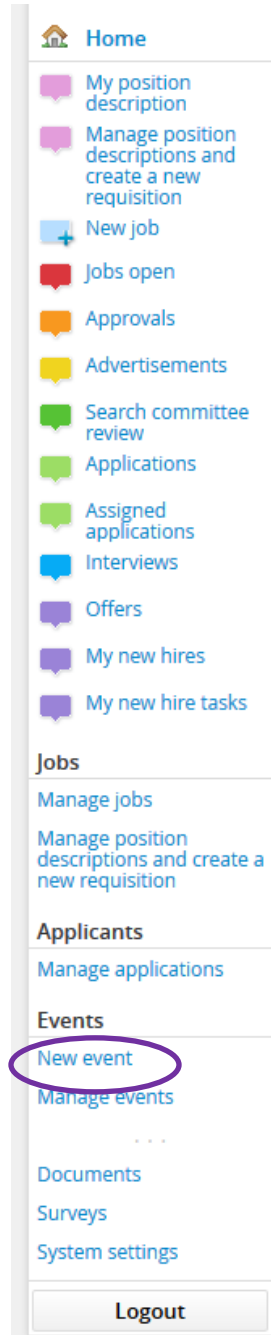
## Instruction Guide

### Terminology: Events and Bookings

Interviews (**Events** in **PageUp** terminology) can be scheduled individually or in bulk for phone interviews, Zoom (video) interviews or in person interviews. You will need to know the location and time slots available for your interview before creating an **Event**.

An **Event** determines the type of interview and interview details. It must be created before you can invite a candidate to interview through PageUp.


A **Booking** is an invitation for a candidate to interview. In other words, you are **Booking** an **Event** for a candidate.



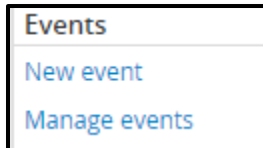


## Instruction Guide

### Where to Set Up an Event

**Step 1:** Navigate to the **Events** section under the hamburger dropdown menu  to the right your dashboard.

**Step 2:** Select **New Event**. This will trigger the *New Event* window.

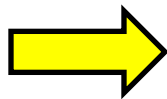


### How to Fill Out Event Details

Fill out the **Event details** accurately then select save to allow you to add timeslots. All fields followed by the **binoculars** icon must be validated by selecting the lookup field and selecting the correct choice.

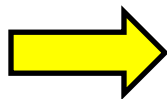


- **Title:** The title should be as follows: **Position Title, Requisition Number, Interview Type**
  - Example: *Administrative Specialist 492274 Telephone Interview*



**DO NOT use the position title as the only item in your title; there needs to be a unique identifier (the requisition number) to differentiate your position from another position with the same name.**

- **Event Type:** Select either **In Person Interview** or **Phone or Video (Zoom, Skype, Webex) Interview**
- **Venue:** The venue should either be the physical location if it is an in person interview or Phone or Video if it is a phone or virtual interview.



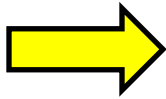
**Please see the [How to Select or Create a Venue](#) section below for instructions on locating the correct venue.**

- **Job:** Type in the requisition number for the correct job title to populate in the field.
- **Owner:** The owner is typically the hiring manager.
- **Add owner as user:** Yes
- **Contact name:** This would be the person to contact if an invited candidate has a question.
- **Public instructions:** Instructions on directions to the building, which door to enter, office to go to, etc.



### Instruction Guide

**Step 3:** Select **Save** to enter timeslots. This applies whether you are assigning a specific time and date for the interview or setting up options for the applicant to select from.



Please see the [How to Add Timeslots](#) section below for instructions on accurately entering timeslots.

Below is an example of what your event details should look like.

**Event details**

Title:\*

Event type:\*

Venue:\*

Telephone

Job:

492274

Owner:\*

Email address: rfranzen@ksu.edu

Add owner as user?:  Yes  No

Contact name:

Public instructions:




## Instruction Guide


### How to Select or Create a Venue

**Step 1:** Click the Binocular Icon next to the Venue box. Many venues are listed within the system, please choose appropriately. If your venue is not listed, proceed to **Step 2**.




Venue:\*   2

 No venues were found based on your criteria, please select a venue below:

Venue title:

Venue title ▾ 

- 121 Fairchild Hall
- 1320 Research Park
- 2323 Anderson Ave., Room 418
- 2323 Anderson Avenue, Ste. 220
- Advanced Manufacturing Institute
- Aero Center
- Anderson Hall Room 021
- Anderson Hall Room 105

Page 1 of 45   | [Show all records](#) | Jump to page:   Venue Records 1 to 8 of 354  
information:

No venue selected.



### Instruction Guide

**Step 2:** Click on **Add new venue** to prompt the *New venue* window.

**Venue name:** This should be room number and building for on-campus locations. Otherwise, this should be street address and room number.

**Street , City, Zip, Country, State, Location:** These should be filled out accurately.

**Guidance:** This information would be any relevant directions a potential candidate would need to find the venue location.

**Active:** Yes

**Hide address from applicants:** No

**Contact name:** You will need the name of the person the applicant will receive a call from (phone screen) or the person to ask for when arriving for an onsite interview.

**Phone No. (number), Fax, Cell, Email:** These should be filled out accurately

New venue

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

**Venue details**

Venue name:\*

Street:

City:

ZIP:

Country:\*

State:\*

Location:

Guidance information.:

Active: Yes  No

Hide address from applicants: Yes  No

**Contact details**

Contact name:

Phone No.:  Cell:

Fax:  E-mail:

**Suitable event types**

This venue is suitable for the following event types:

In Person Interview  Interview

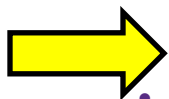
Learning  Phone or Video (Zoom, Skype, Webex) Interview

Save Cancel

and relate to the person listed in the **Contact name** field.

**Suitable event type:** Select the option that aligns with your interview type.

**Step 3:** Select **Save** and fill the remaining fields of the *New Event* window.



Refer back to [How to Fill Out Event Details](#) for more information.

- **\*\*It is crucial that you make sure the event type and the event you invite the candidate to join are the same level (ie... Telephone Interview, invite status change to Phone Interview/Screen)**



## Instruction Guide

### How to Add Timeslots

After saving the **Event**, timeslots can be added in **bulk** or as a **single** timeslot. Candidates are able to select confidentially select times without seeing other candidates names or selections.

#### Add a Single Timeslot

Single timeslots are used if you have multiple days with variable time availabilities. (Example: Monday at 2:00-3:00pm, Tuesday at 1:30-2:30pm, Wednesday at 9:00-10:00am)

Complete the following fields then select **Add** to enter a single timeslot.

**Event date:** The day the interview is being held.

**Start time:** The time you expect the candidate to arrive. Be careful about AM/PM.

**End time:** The time the interview should end. Be careful about AM/PM.

**Users:** This is not generally used.

**Positions:** **ALWAYS 1**

\*\*\*NOTE: A number greater than 1 will allow multiple candidates to sign up for the same timeslot. You only want one candidate per timeslot.

Active	Event date	Start time	End time	Attendees	Positions
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## Instruction Guide

### Add Bulk Timeslots

Bulk timeslots are used only if you have multiple days with the same time availability for each day. (Example: Monday, Wednesday, and Thursday at 1:00-2:00pm)

**Step 1:** Select **Add** next to **Add bulk timeslots**. A field will drop down to allow you to add timeslots.

**Step 2:** Fill in the **From** and **To** dates.

**From:** The date of the FIRST interview

**To:** The date of the LAST interview

**Step 3:** Select the days of the week the manager is available.

**Step 4:** Fill in the **Start time** and **End time** for each available timeslot. Remember, the time you fill in will apply to each day you selected above.

**Step 5:** Fill in the remaining fields and selections

**Positions** in **ALWAYS 1**

**Users/Invite:** This is not generally used.

**Active:** Yes

**Step 6:** Once the timeslots have been populated, select **Add**.

\*\*\*NOTE: A number greater than 1 will allow multiple candidates to sign up for the same timeslot. You only want one candidate per timeslot.





## Instruction Guide

### How to Invite the Applicant to Interview

**Step 1:** Move the identified candidate's status to **Phone / Video Interview Event Booking** or **In Person Interview Event Booking**. This will prompt the *Confirm status change* window.

#### Steps 2: What Needs to be Filled in the *Confirm status change* window

- **Create an event booking invitation for applicant:** *Yes*
- **Event:** *Select an event* and enter the title you previously created for the interview. Once entered, the event details will appear in a box directly below.
- **Event timeslot:** *Allow applicant to choose the time slot*
- **Accept the booking on behalf of the applicant:** *No*

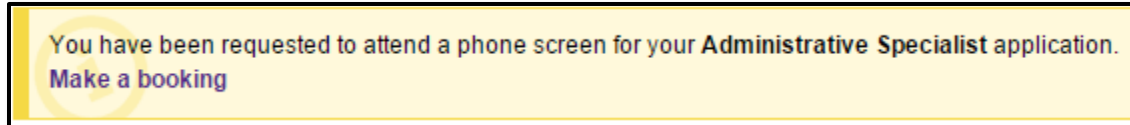
#### Step 3: Select **Move now**



## Instruction Guide

### Applicant's View of Event Booking Invitation

The applicant receives an email when their status move to **Phone / Video Interview Event Booking** or **In Person Interview Event Booking** is completed. The email instructs them to log in to their applicant portal where they will see an invitation to schedule their interview.



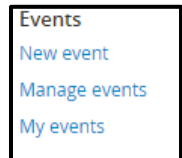
When the applicant selects **Make a booking**, they will be given the option to elect the time and date they are available for the interview.

The owner of the **Event** will be notified when the applicant accepts the interview.

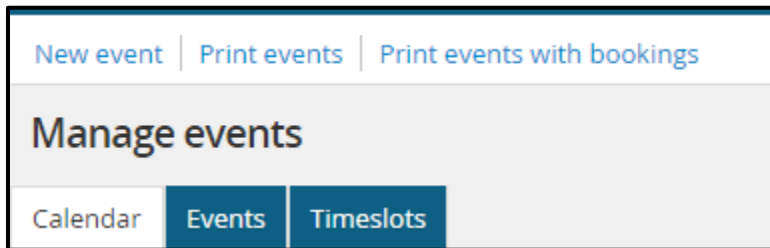
### Owner's View of Booked Events

Click on the hamburger drop down  menu to the right of the **dashboard**.

Navigate to the **Events** selection and click **Manage Events** to prompt the *Manage events* window.



You will have three tab options: **Calendar**, **Events**, and **Timeslots**





## Instruction Guide

### Calendar Tab

Selecting **Calendar** will show you all of your events currently scheduled in a calendar format.

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

### Manage events

Calendar **Events** Timeslots

[+ Show search criteria](#)

Date:

8 am	Administrative Assistant Interview, Venue: Trotter Hall 102 Conference Room, Positions: 1, Booked: 0
9 00	
10 00	
11 00	

### Events Tab

Selecting **Events** will populate a list of all your currently scheduled events. You will have the option to edit or delete your events under this tab.

Event title	Venue	Event type	Contact name	
Administrative Specialist 492274 Telephone Interview	Telephone	Phone Screen	Jennifer King	<a href="#">Edit</a>   <a href="#">Delete</a>

### Timeslots Tab

Selecting **Timeslots** will populate a complete list of every timeslot of every event you have created in the system. You will also have an option to add the timeslot to your calendar and see who was invited to the event.

**NOTE:** Many users have found that scheduling is a difficult process in finding time for Search Committee as well as Candidates and Hiring managers. It may be easier to call and arrange timing of interviews outside of the system, and then send the invite from the system for the applicant to accept. \*It is crucial for compliance purposes to still complete scheduling through the system, but necessary arrangements may be made outside of the system if properly documented and noted.