

Creating events and inviting applicants

Why is this important?

The Events feature on PageUp can help HCS liaisons reduce administration time. It allows you to invite multiple applicants to phone/zoom calls or in-person interviews at the same time making the process fair and consistent for all.

Create the event

From the side menu, click **New event** and complete the following:

- Title
 - Event type
 - Venue (click on search to find available venues)
 - Job
 - Owner (defaults to the HCS liaison creator of the event)
 - Contact name
 - Public instructions – provide applicants with thorough information
- Click **Save** to continue.

Add time slots

The **Time slots** area displays after you save the event. You can Add a single timeslot or Add bulk timeslots.

For Bulk timeslots, a pop-up window will appear.

Complete the following:

- Venue
- From and to dates, and days.
- Start time and End time for up to 10 time slots
- Positions – enter the number of applicant positions available

Click **Add** to continue. This will bring you back to the event page, then click **Save**

Invite applicants via Bulk move

Once the event is created and the time slots are available, go to the job related to this event, click on [View applications](#) and select the relevant applicants to invite to the event.

- From the **Select a bulk action** drop-down, click **Bulk move**
- The screen will confirm the number of applicants selected. From the **Application Status** drop-down select the relevant event invitation status (*Phone/Video interview booking or In-Person interview booking*) and click **Next**.
- Select the Event created for this job and choose the event timeslot option desired.
- The built-in email for the applicants provides directions to book the event.

Scroll down and **Click Move now**

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)

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