Did you know?

Use the Note section to record additional interview details when not scheduling the interview using the PageUp interview event booking feature:

1. Click on candidate status for change application status window to open.
2. Click on “Phone/Video Interview Accepted” or “In Person Interview Accepted” status as applicable. Click “Next”.
3. In the email application window, choose NO to send a confirmation email.
4. Scroll down to the Note section (very last section) to add additional details of the interview such as date, time, and location to the communication as needed.

```
Note
The following will be added to the applicant notes for administrators to view:

Interview on May 21, 3:00 p.m. at 103 Edwards Hall.
```

5. Then click “Move now”.
6. The information in the Note section will be documented under History on the applicant card.

Hiring Highlight: Tips and Trends in Hiring

For the average job opening, only 2% of applicants will be called for an interview (Glassdoor).

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