

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. E-mail: Applicant: Yes No
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.

Move now Cancel

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

Today, 11:54pm Hank Hill	Status changed to 'In Person Interview Accepted' by Hank Hill. Interview on May 21, 3:00 p.m., 2019, at 103 Edwards Hall. Admissions Representative TEST
-----------------------------	--

Hiring Highlight: Tips and Trends in Hiring

2%

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

Let's Get Social! Follow us on Facebook and Twitter
[@KStateCareers](#)