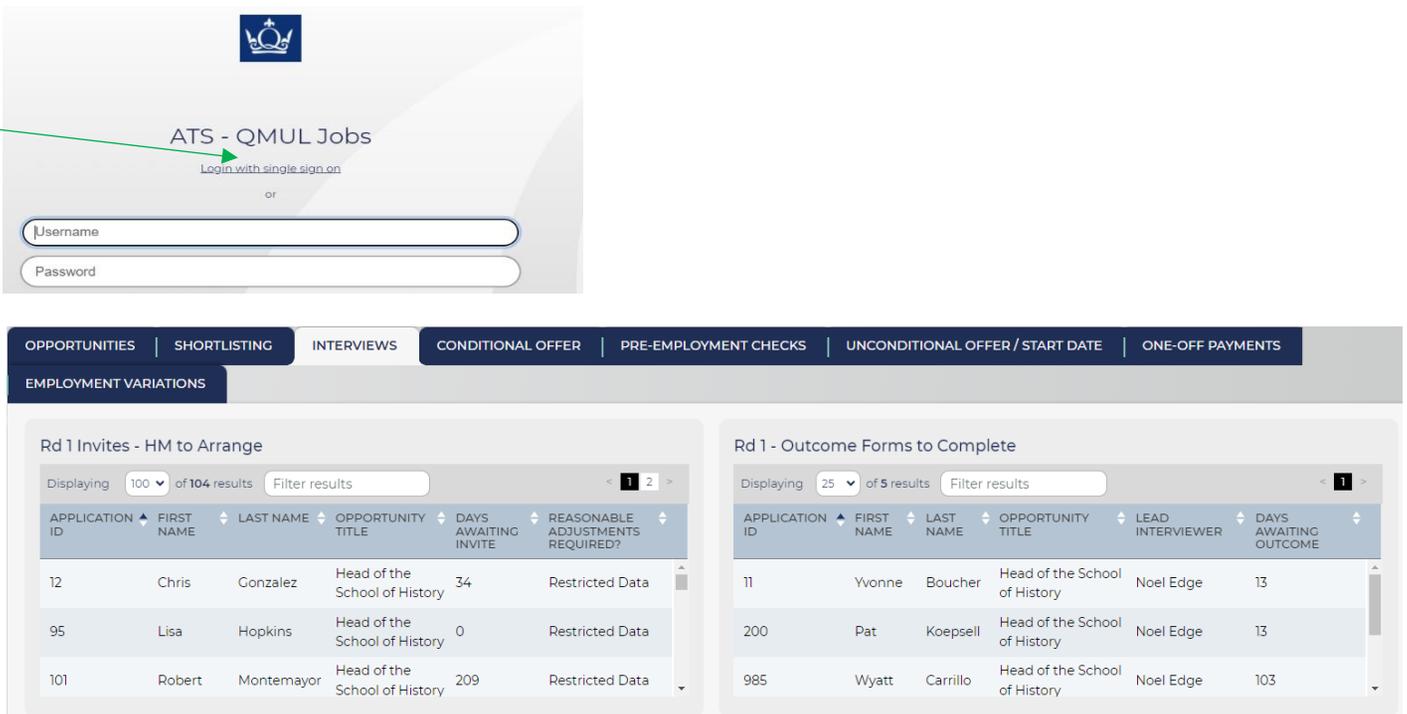


Oleoo User Guide – Setting Up Interviews

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

- Create Interview Schedule and Interview Slots
- Send Interview Invites (Bulk, Individual and Manual)

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

Accessing Oleoo/Dashboard																																																	
Step/Action	Example/Screenshot																																																
<p>To access the Oleoo system, follow this link: https://qmul-jobs.tal.net/ and click “Log in with single sign on” to log in to the system.</p> <p>When you log into Oleoo, you will be presented with your Dashboard.</p> <p>Your dashboard includes an “Interview” tab which provides you with an overview of candidates and vacancies at interview stage.</p> <p>HM to arrange: this box shows you all candidates that have been selected for interview (successfully shortlisted). These candidates need to be sent interview invites.</p> <p>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 (guidance on this is further down the document).</p>	 <p>The screenshot displays the Oleoo login interface and the main dashboard. The login page features the QMUL logo and the text 'ATS - QMUL Jobs' with a 'Login with single sign on' button. Below the login button are input fields for 'Username' and 'Password'. The dashboard navigation bar includes tabs for 'OPPORTUNITIES', 'SHORTLISTING', 'INTERVIEWS', 'CONDITIONAL OFFER', 'PRE-EMPLOYMENT CHECKS', 'UNCONDITIONAL OFFER / START DATE', and 'ONE-OFF PAYMENTS'. The 'INTERVIEWS' tab is selected, showing two data tables. The first table, 'Rd 1 Invites - HM to Arrange', lists candidates with columns for Application ID, First Name, Last Name, Opportunity Title, Days Awaiting Invite, and Reasonable Adjustments Required. The second table, 'Rd 1 - Outcome Forms to Complete', lists candidates with columns for Application ID, First Name, Last Name, Opportunity Title, Lead Interviewer, and Days Awaiting Outcome.</p> <table border="1"> <caption>Rd 1 Invites - HM to Arrange</caption> <thead> <tr> <th>APPLICATION ID</th> <th>FIRST NAME</th> <th>LAST NAME</th> <th>OPPORTUNITY TITLE</th> <th>DAYS AWAITING INVITE</th> <th>REASONABLE ADJUSTMENTS REQUIRED?</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>Chris</td> <td>Gonzalez</td> <td>Head of the School of History</td> <td>34</td> <td>Restricted Data</td> </tr> <tr> <td>95</td> <td>Lisa</td> <td>Hopkins</td> <td>Head of the School of History</td> <td>0</td> <td>Restricted Data</td> </tr> <tr> <td>101</td> <td>Robert</td> <td>Montemayor</td> <td>Head of the School of History</td> <td>209</td> <td>Restricted Data</td> </tr> </tbody> </table> <table border="1"> <caption>Rd 1 - Outcome Forms to Complete</caption> <thead> <tr> <th>APPLICATION ID</th> <th>FIRST NAME</th> <th>LAST NAME</th> <th>OPPORTUNITY TITLE</th> <th>LEAD INTERVIEWER</th> <th>DAYS AWAITING OUTCOME</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Yvonne</td> <td>Boucher</td> <td>Head of the School of History</td> <td>Noel Edge</td> <td>13</td> </tr> <tr> <td>200</td> <td>Pat</td> <td>Koepsell</td> <td>Head of the School of History</td> <td>Noel Edge</td> <td>13</td> </tr> <tr> <td>985</td> <td>Wyatt</td> <td>Carrillo</td> <td>Head of the School of History</td> <td>Noel Edge</td> <td>103</td> </tr> </tbody> </table>	APPLICATION ID	FIRST NAME	LAST NAME	OPPORTUNITY TITLE	DAYS AWAITING INVITE	REASONABLE ADJUSTMENTS REQUIRED?	12	Chris	Gonzalez	Head of the School of History	34	Restricted Data	95	Lisa	Hopkins	Head of the School of History	0	Restricted Data	101	Robert	Montemayor	Head of the School of History	209	Restricted Data	APPLICATION ID	FIRST NAME	LAST NAME	OPPORTUNITY TITLE	LEAD INTERVIEWER	DAYS AWAITING OUTCOME	11	Yvonne	Boucher	Head of the School of History	Noel Edge	13	200	Pat	Koepsell	Head of the School of History	Noel Edge	13	985	Wyatt	Carrillo	Head of the School of History	Noel Edge	103
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Creating An Interview Schedule and Interview Slots

Step/Action

To create an interview schedule for a particular vacancy, you will need to find the vacancy on Oleeo.

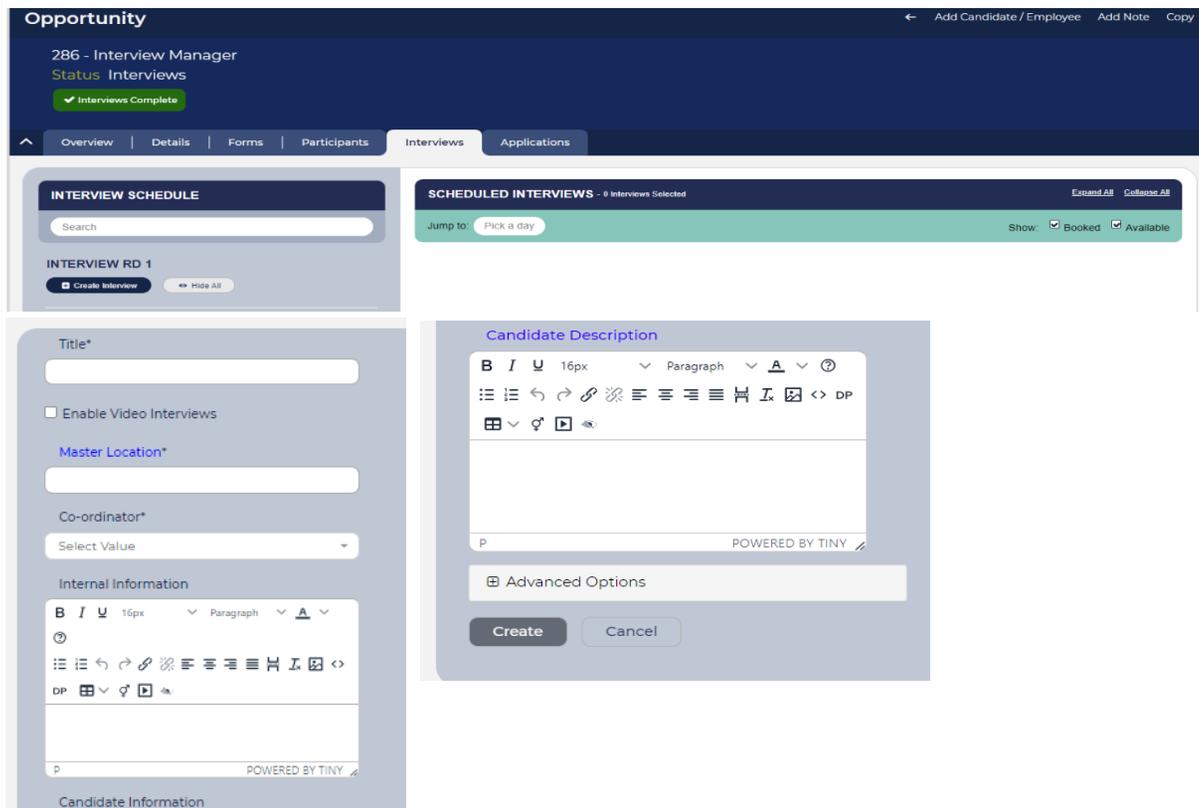
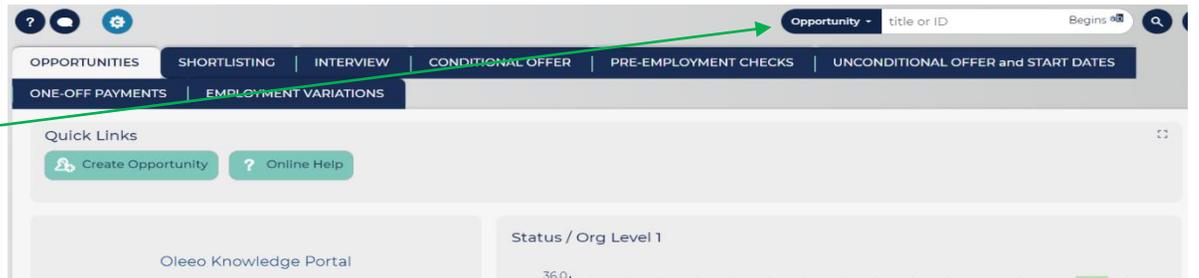
You can find this via your dashboard in the interviews tab or search an opportunity/vacancy by entering the “Opportunity Title” or “Number/ID” in the search box on the top right-hand side of your dashboard.

Once you have found the vacancy, you will need to click the “Interviews” tab and click “Create interview”. Next, you must enter all relevant details in full.

- **Title:** Enter “Interviews - job title and job reference number”. This will be the name of the outlook placeholder invite for the interview panel members.
- **Master Location:** Enter the interview location in full. Candidates will see this information in their application portal.
- **Co-ordinator** – Enter the name of the key contact for these interviews.
- **Internal Information** – If there is specific information you would like the interview panel members to be made aware of for the interviews, you can indicate it here – this information will be provided to the interview panel members automatically via the Outlook Calendar entry.
- **Candidate Description** – If there is specific information you would like candidates to be aware of in relation to the interviews, please indicate it here. This information will automatically be provided to the candidates in their application portal. Please ensure the information in this box is clear and appropriate.

Once complete, select “Create”. This means you have created the interview details.

Example/Screenshot



Next, you will need to create interview slots by clicking **“Add Slot”** and complete all mandatory and relevant details.

Date and Slot Start Time: Enter the date of the interview and first interview time slot.

Slot Duration: indicate the duration of each interview

Expand the **“Add Multiple Slot Spaces”** if you have more than 1 candidate to invite.

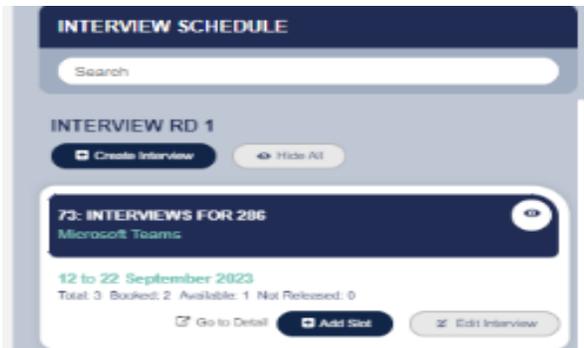
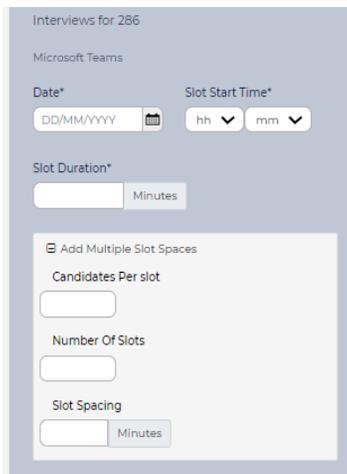
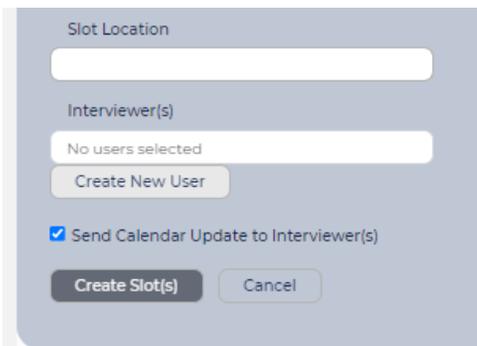
- **Candidates per slot:** Typically, this would be 1, but if you would like to have multiple candidates attend the same time slot, you can indicate the number of candidates here.
- **Number of Slots:** indicate the number of interview time slots you wish to create for these interviews.
- **Slot Spacing:** if you would like breaks between each interview slot, you can indicate the length of the break here.
- **Slot Location:** Enter the full location of the interviews here. The candidate will see this.

Interviewers: the names of all interview panel members must be added to this section including the chair. If the name of the chair has changed from what was originally inputted in the vacancy request, please inform the recruitment team so they can change this.

Select **“Send Calendar Update to Interviewers”** so they can receive an outlook calendar placeholder invite.

Once all the details are added, select **“Create slot(s)”**

You have now created your interview schedule and interview slots. Next, you will need to invite the candidates to the interviews (guidance on the next page).

How To Invite Candidates to Interview – Bulk Invites

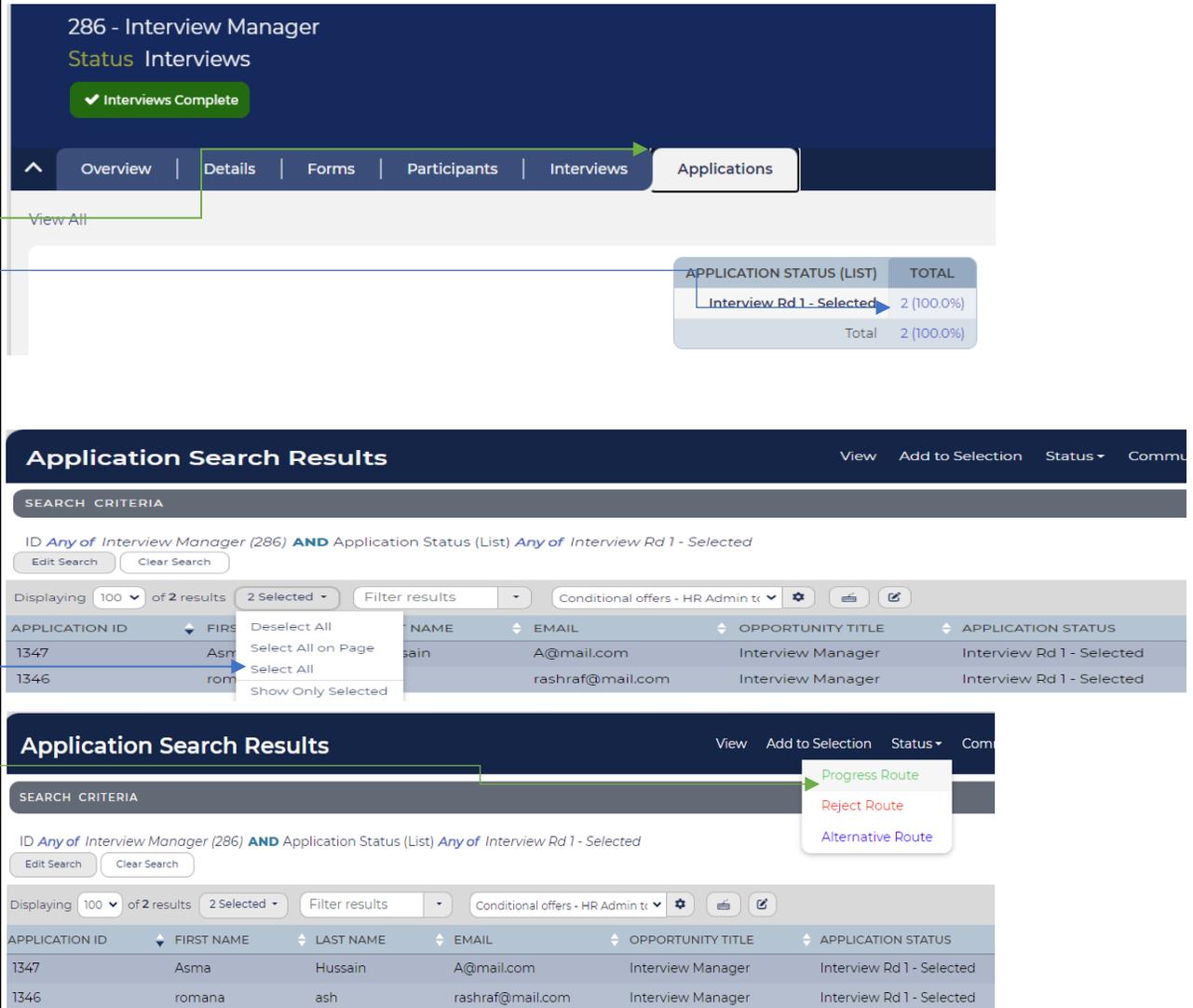
Step/Action

Bulk invites can be used for when you generate 1 interview invite which simultaneously is sent out to all selected candidates.

To bulk invite candidates to interview, click **“Applications”** on the vacancy page and select the number next to **“Interview Round 1 – Selected”** (If the invites are for interviews round 2 or 3 select accordingly).

This will show you the list of applications you have selected to invite to interview. Next, you need to **“Select all”** and select **“status>progress route”**.

Example/Screenshot



The screenshot shows the '286 - Interview Manager' interface. The 'Applications' tab is selected, showing a table with the following data:

APPLICATION STATUS (LIST)	TOTAL
Interview Rd 1 - Selected	2 (100.0%)
Total	2 (100.0%)

Below this is the 'Application Search Results' section. The search criteria are: ID Any of Interview Manager (286) AND Application Status (List) Any of Interview Rd 1 - Selected. The results table shows 2 selected applications:

APPLICATION ID	FIRST NAME	LAST NAME	EMAIL	OPPORTUNITY TITLE	APPLICATION STATUS
1347	Asma	Hussain	A@mail.com	Interview Manager	Interview Rd 1 - Selected
1346	romana	ash	rashraf@mail.com	Interview Manager	Interview Rd 1 - Selected

The 'Application Search Results' section also shows a 'Progress Route' dropdown menu with options: Progress Route, Reject Route, and Alternative Route.

You will then be asked to confirm the selection and you will be shown the new proposed status for each application which should state **“Interview Rd 1 – Invited”**

Click **“Confirm”** if you are happy to proceed. This will then take you to the Invite template details page.

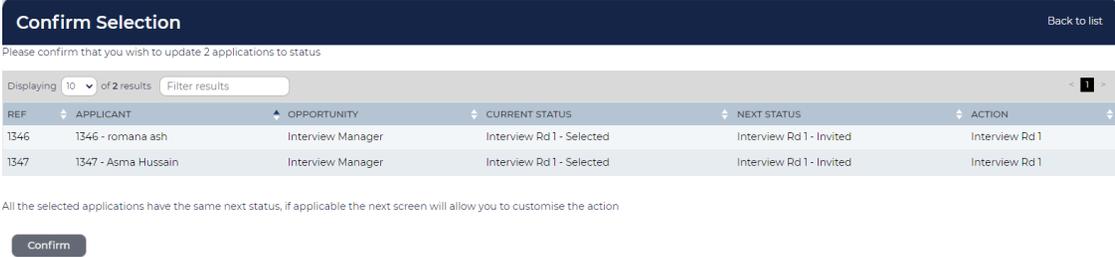
Select the **“Interview Selection Method”** you wish to use.

Auto Select – means the candidate can choose to book into any one of the slots you have created.

Specific Interview – Tends to be used if you only have 1 candidate and 1 interview slot.

Next, select the **“Correspondence”** template. This is the interview invite email template.

- **Interview Invite** – select this for face to face (in person) interviews.
- **Interview Invite (Virtual)** – select this for remote/virtual interviews.



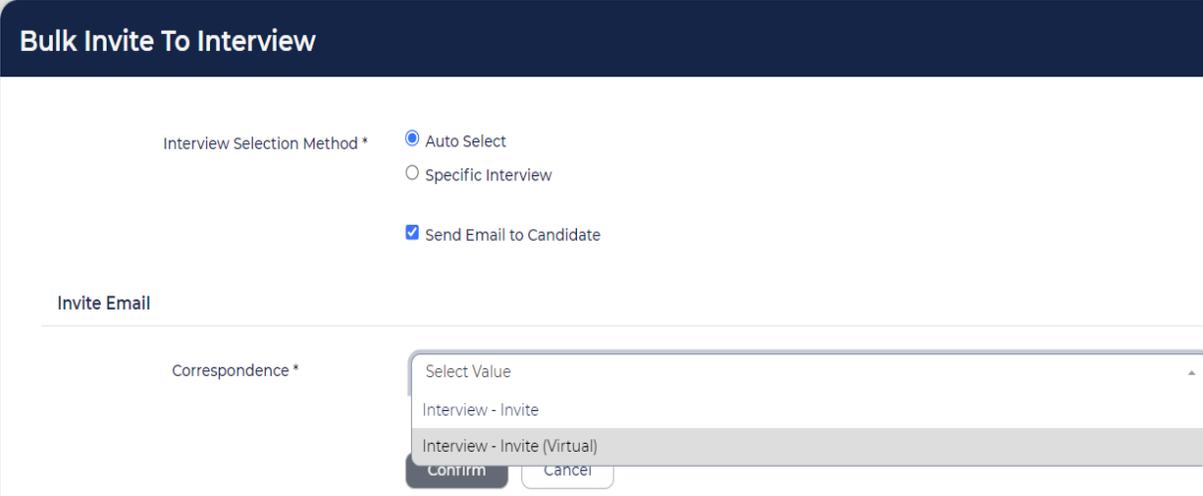
Confirm Selection Back to list

Please confirm that you wish to update 2 applications to status

Displaying 10 of 2 results

REF	APPLICANT	OPPORTUNITY	CURRENT STATUS	NEXT STATUS	ACTION
1346	1346 - romana ash	Interview Manager	Interview Rd 1 - Selected	Interview Rd 1 - Invited	Interview Rd 1
1347	1347 - Asma Hussain	Interview Manager	Interview Rd 1 - Selected	Interview Rd 1 - Invited	Interview Rd 1

All the selected applications have the same next status, if applicable the next screen will allow you to customise the action



Bulk Invite To Interview

Interview Selection Method * Auto Select
 Specific Interview

Send Email to Candidate

Invite Email

Correspondence *

Interview - Invite
 Interview - Invite (Virtual)

Once you have selected a template, you are able to review and add more information to the email should you need to, including, amending the email subject. You can click the “**preview**” button to see how the email will be presented.

Please note: Each interview invite template include appropriate embedded attachments and links within the email such as MS Teams Guidance, QM maps and Access guides. Please do not remove any text that is in a grey colour.

Invite Email

Correspondence * Interview - Invite

Email Subject * [placeholder="ORG_NAME"]-[placeholder] - Interview Invite - [path]application.opportunity.title[path] ([path]a

Email Text

B I U 16px Paragraph

Dear application.user.firstname,

We are pleased to invite you to interview for the application.opportunity.title position.

To access information on how to find us, please visit the following website to access relevant maps and directions: <https://www.qmul.ac.uk/about/howtofindus/index.html>

Please bring with you, the following documents (if applicable)

Attachments Add Local File

Confirm Preview Email Cancel

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Please note that if you set up a face to face interview schedule/slot/s, and subsequently, it is agreed to interview some candidates virtually. The virtual meeting links will need to be created and managed offline.

How To Invite Candidates to Interview – Individual Invites

Step/Action

You can send interview invites individually to applications through the applicant's page if you wish to.

Follow the steps of setting up your interview schedule and slots (in the earlier section of this guidance).

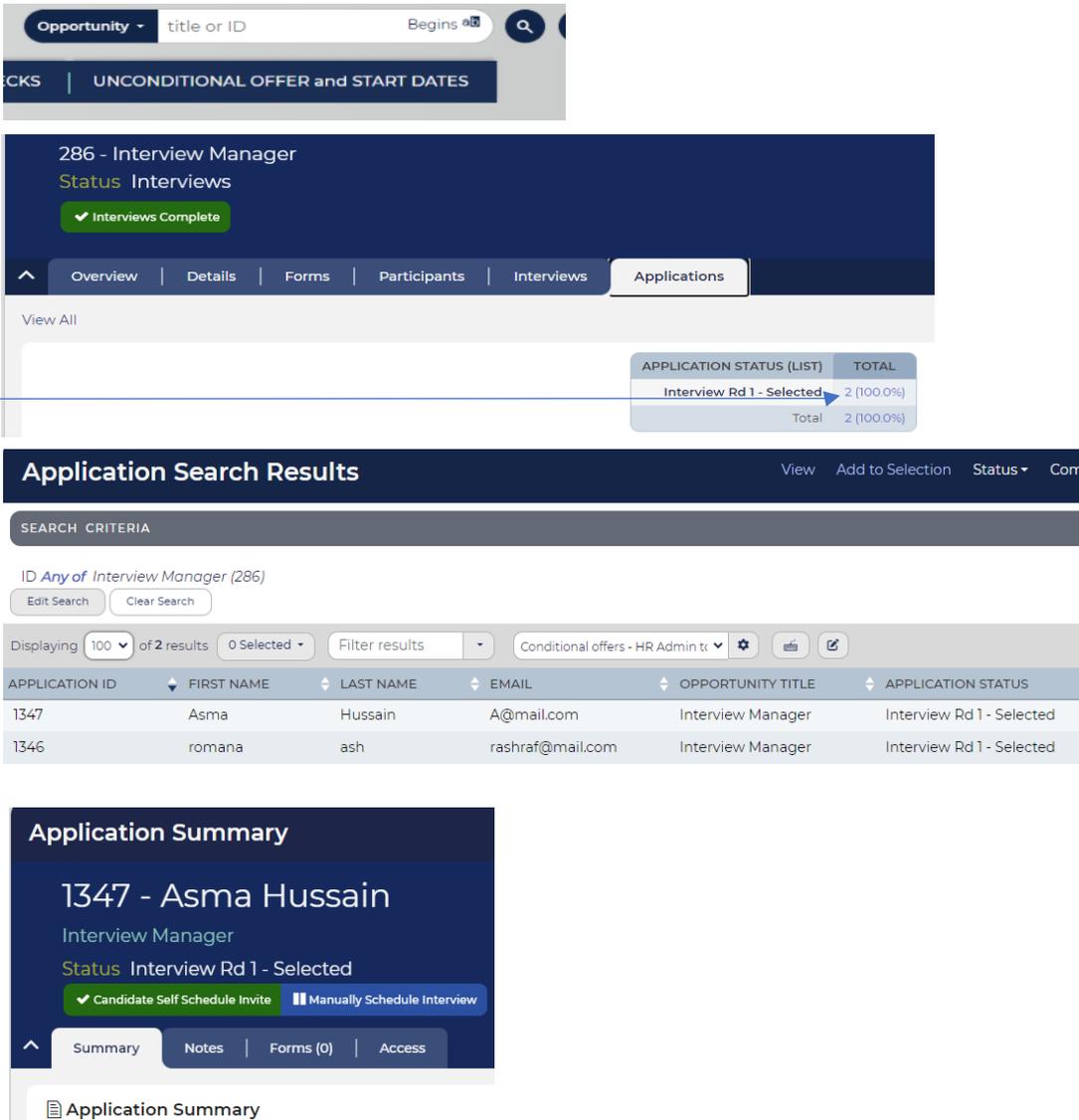
To invite applicants individually, search the vacancy, click **"Applications"** on the vacancy page and click the number next to **"Interview Rd 1 – Selected"**

Double click the row of the applicant you want to invite to interview. This will take you to the candidate's page.

You will see two buttons:

- 1) [Candidate Self Schedule Invite](#)
- 2) [Manually Schedule Interview](#)

Examples/Screenshots



The screenshot shows the Interview Manager interface. At the top, there is a search bar with 'Opportunity' selected and a search icon. Below the search bar, there are tabs for 'Overview', 'Details', 'Forms', 'Participants', 'Interviews', and 'Applications'. The 'Applications' tab is active, showing a table with columns 'APPLICATION STATUS (LIST)' and 'TOTAL'. The table contains one row: 'Interview Rd 1 - Selected' with a value of '2 (100.0%)'. Below this, there is a section for 'Application Search Results' with a search criteria bar. The search criteria are 'ID Any of Interview Manager (286)'. Below the search criteria, there is a table with columns 'APPLICATION ID', 'FIRST NAME', 'LAST NAME', 'EMAIL', 'OPPORTUNITY TITLE', and 'APPLICATION STATUS'. The table contains two rows: '1347 Asma Hussain A@mail.com Interview Manager Interview Rd 1 - Selected' and '1346 romana ash rashraf@mail.com Interview Manager Interview Rd 1 - Selected'. Below the table, there is a section for 'Application Summary' for '1347 - Asma Hussain'. The summary shows the application ID, first name, last name, email, and opportunity title. Below the summary, there are two buttons: 'Candidate Self Schedule Invite' and 'Manually Schedule Interview'.

confirmation. This is the email the candidate will receive and you can make changes to this to tailor it to your needs. Please ensure the information within the email is correct and use the “**preview**” button accordingly. Once you click “**Send Correspondence**” you will see the applicant status has changed to “**Interview – Scheduled**” which means the candidate is now booked into your interview slot.

Candidate Self Schedule Invite:

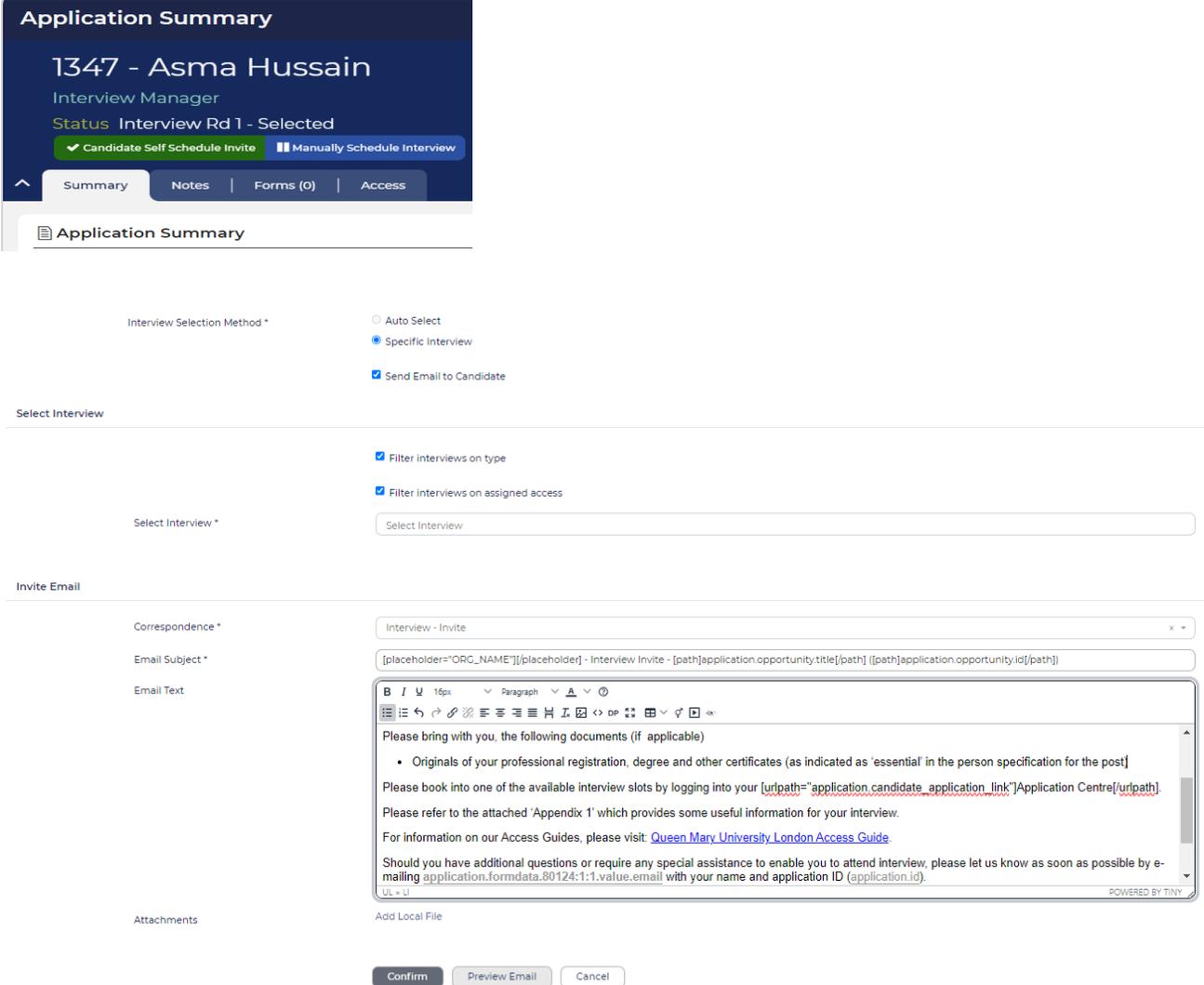
This will send the candidate an interview invite and request for them to schedule into an interview slot via their application portal.

If you only have 1 interview slot remaining, then select “**specific interview**” in the Interview Selection Method. If you have more than 1 interview slot and select “**auto select**” and enter the opportunity title in “**Select Interview**” box.

Next, select the “**Correspondence**” template. This is the interview invite email template.

- **Interview Invite** – select this for face to face (in person) interviews.
- **Interview Invite (Virtual)** – select this for remote/virtual interviews.

Once you have selected a template, you are able to review and add more information should you need to. You can preview the



Application Summary

1347 - Asma Hussain
Interview Manager
Status Interview Rd 1 - Selected

✓ Candidate Self Schedule Invite | Manually Schedule Interview

Summary | Notes | Forms (0) | Access

Application Summary

Interview Selection Method *
 Auto Select
 Specific Interview
 Send Email to Candidate

Select Interview
 Filter interviews on type
 Filter interviews on assigned access

Select Interview *

Invite Email

Correspondence *

Email Subject *

Email Text

B I U 16px Paragraph

Please bring with you, the following documents (if applicable)

- Originals of your professional registration, degree and other certificates (as indicated as 'essential' in the person specification for the post)

Please book into one of the available interview slots by logging into your [\[urlpath="application.candidate_application_link"\]Application Centre\[urpath\]](#).

Please refer to the attached 'Appendix 1' which provides some useful information for your interview.

For information on our Access Guides, please visit: [Queen Mary University London Access Guide](#).

Should you have additional questions or require any special assistance to enable you to attend interview, please let us know as soon as possible by e-mailing application.formdata.80124:1:1.value.email with your name and application ID ([application.id](#)).

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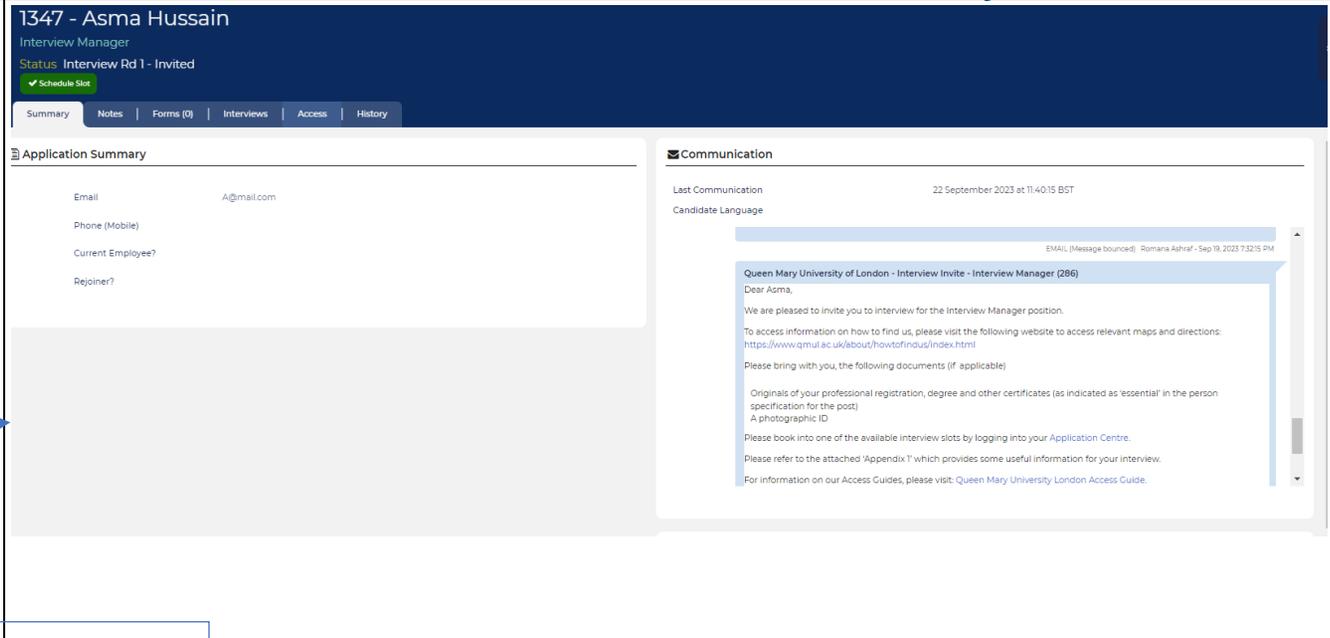
Attachments

email and attach a document should you wish to.

Please note: Each interview invite template include appropriate embedded attachments and links within the email such as MS Teams Guidance, QM maps and Access guides. Please do not remove any text that is in a grey colour.

Once you have clicked **“Confirm”** you will see the candidate status change to **“Interview – Invited”**

As well as the status change, you can also see the interview invite email on the right-hand side of the page under **“Communication”**



1347 - Asma Hussain
Interview Manager
Status Interview Rd 1 - Invited
Schedule Slot

Summary | Notes | Forms (0) | Interviews | Access | History

Application Summary

Email A@mail.com
Phone (Mobile)
Current Employee?
Rejoiner?

Communication

Last Communication 22 September 2023 at 11:40:15 BST
Candidate Language

EMAIL (Message bounced) Romana Ashraf - Sep 19, 2023 7:32:15 PM

Queen Mary University of London - Interview Invite - Interview Manager (286)

Dear Asma,

We are pleased to invite you to interview for the Interview Manager position.

To access information on how to find us, please visit the following website to access relevant maps and directions: <https://www.qmul.ac.uk/about/howtofindus/index.html>

Please bring with you, the following documents (if applicable)

Originals of your professional registration, degree and other certificates (as indicated as 'essential' in the person specification for the post)
A photographic ID

Please book into one of the available interview slots by logging into your Application Centre.

Please refer to the attached 'Appendix 1' which provides some useful information for your interview.

For information on our Access Guides, please visit: [Queen Mary University London Access Guide](#).

Please note that if you set up a face to face interview schedule/slot/s, and subsequently, it is agreed to interview some candidates virtually. The virtual meeting links will need to be created and managed offline.