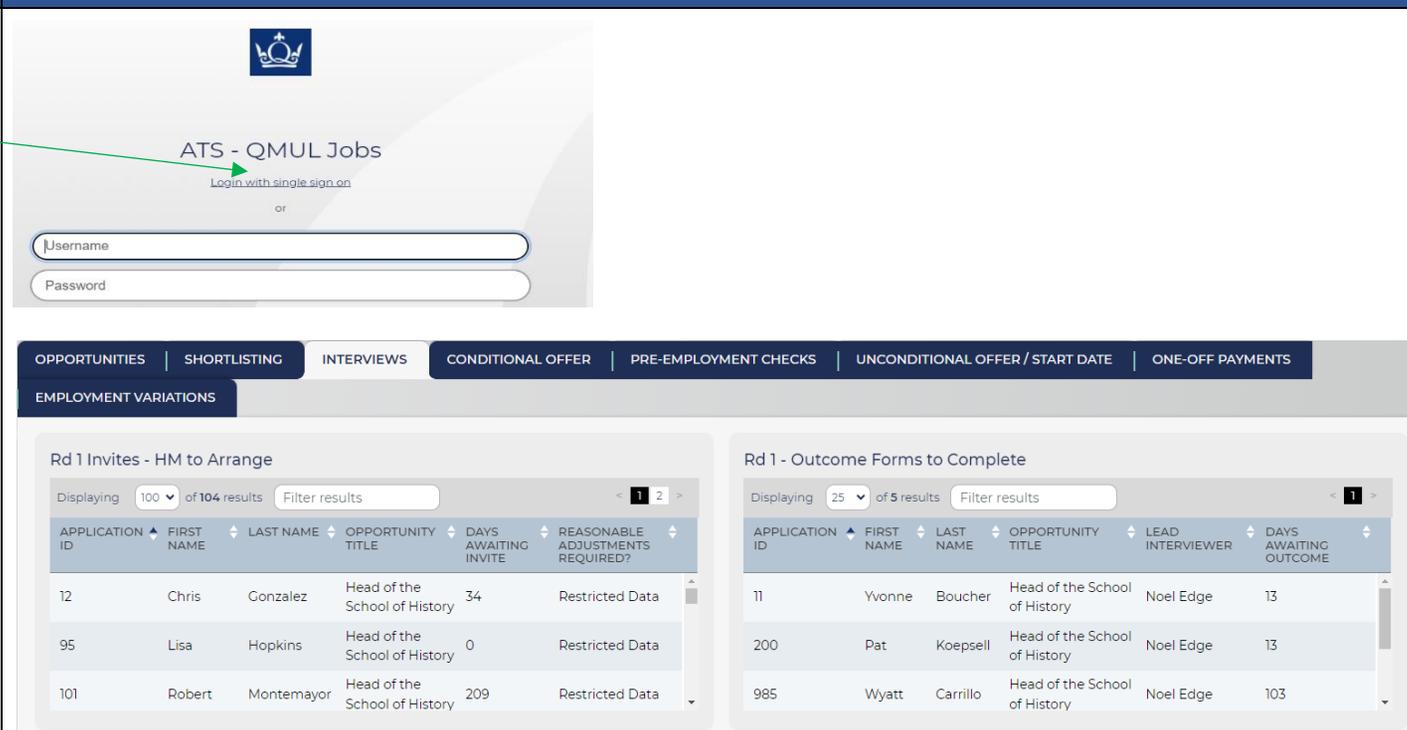


Oleeo User Guide – Viewing, Editing and Rescheduling Interviews

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

- View your interview schedule/slots and export interview schedules
- Edit your interview schedule and slots
- Rescheduling a candidate and downloading the itinerary

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

Accessing Oleeo/Dashboard																																																	
Step/Action	Example/Screenshot																																																
<p>To access the Oleeo system, follow this link: https://qmul-jobs.tal.net/ and click “Log in with single sign on” to log in to the system. You are not required to enter any log in details.</p> <p>When you log into Oleeo, 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 have not yet been 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 (see separate user guide for this).</p>	 <p>The screenshot displays the Oleeo login interface and the Hiring Manager's dashboard. The login page features the Queen Mary University of London logo and the text 'ATS - QMUL Jobs' with a 'Login with single sign on' link. Below this are input fields for 'Username' and 'Password'. The dashboard includes a navigation bar with tabs for 'OPPORTUNITIES', 'SHORTLISTING', 'INTERVIEWS', 'CONDITIONAL OFFER', 'PRE-EMPLOYMENT CHECKS', 'UNCONDITIONAL OFFER / START DATE', and 'ONE-OFF PAYMENTS'. Below the navigation bar, there are two main sections: 'Rd 1 Invites - HM to Arrange' and 'Rd 1 - Outcome Forms to Complete'. The 'Rd 1 Invites - HM to Arrange' section shows a table with columns for Application ID, First Name, Last Name, Opportunity Title, Days Awaiting Invite, and Reasonable Adjustments Required. The 'Rd 1 - Outcome Forms to Complete' section shows a table 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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How To Check Your Interview Schedule and Export The Schedule

Step/Action

There are 2 ways in which you can view your interview schedules.

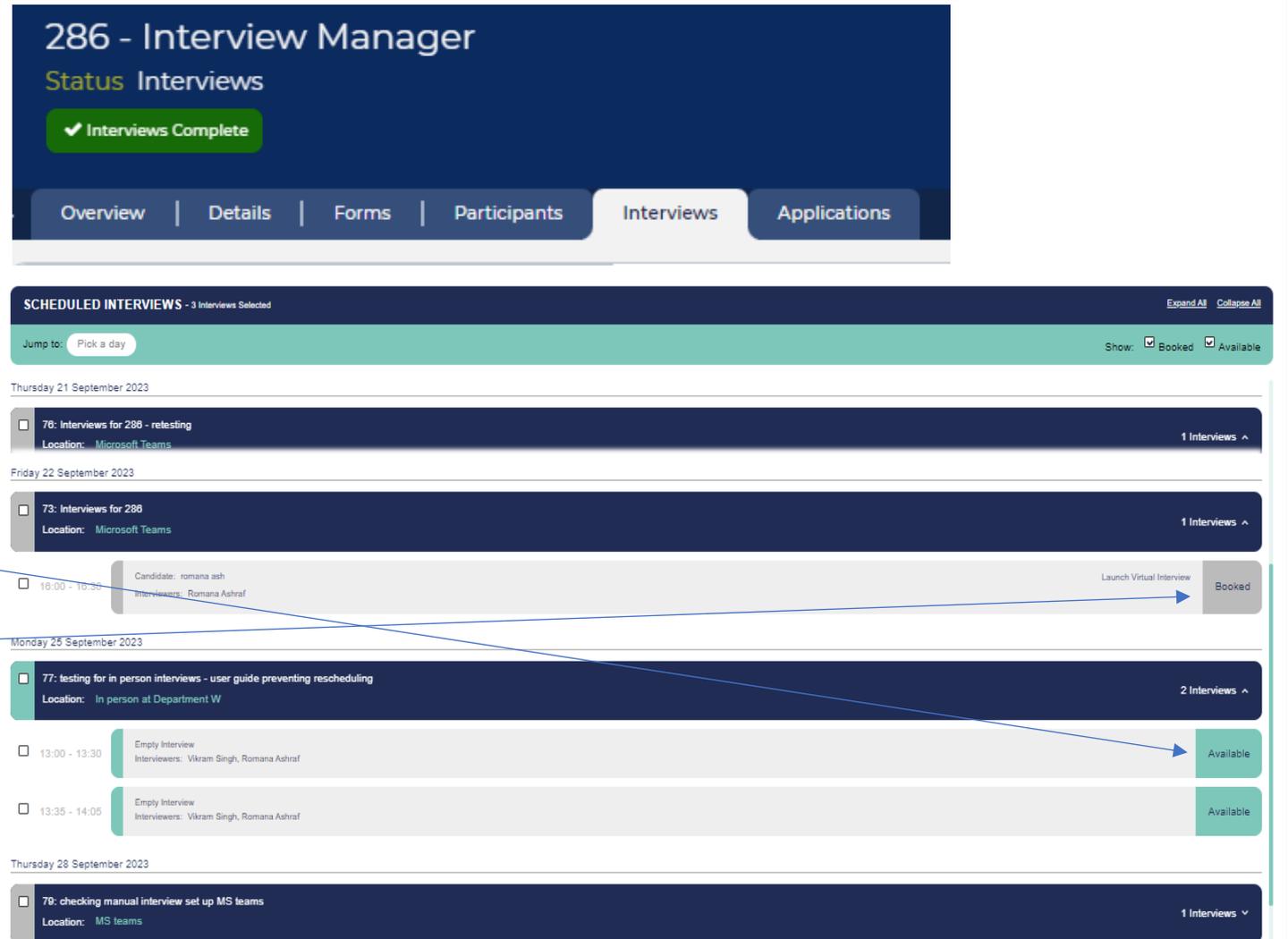
To view your interview schedule and to see if your slots have been booked into. You will first need to go into your vacancy page and click the **“interviews”** tab.

From this point, there are 2 ways in which you can view your interview schedule.

Method 1:

On this page, you will see your scheduled interviews and see all interview slots that are **“Available”** (no candidate has booked into this interview time slot) and slots that have been **“Booked”** (candidate/s have booked into the interview time slot).

Examples/Screenshots



The screenshot displays the '286 - Interview Manager' interface. At the top, it shows 'Status Interviews' with a green 'Interviews Complete' badge. Below this is a navigation bar with tabs for Overview, Details, Forms, Participants, Interviews (selected), and Applications.

The main content area is titled 'SCHEDULED INTERVIEWS - 3 Interviews Selected' and includes a 'Jump to: Pick a day' dropdown and a 'Show: Booked Available' filter. The interviews are listed by date:

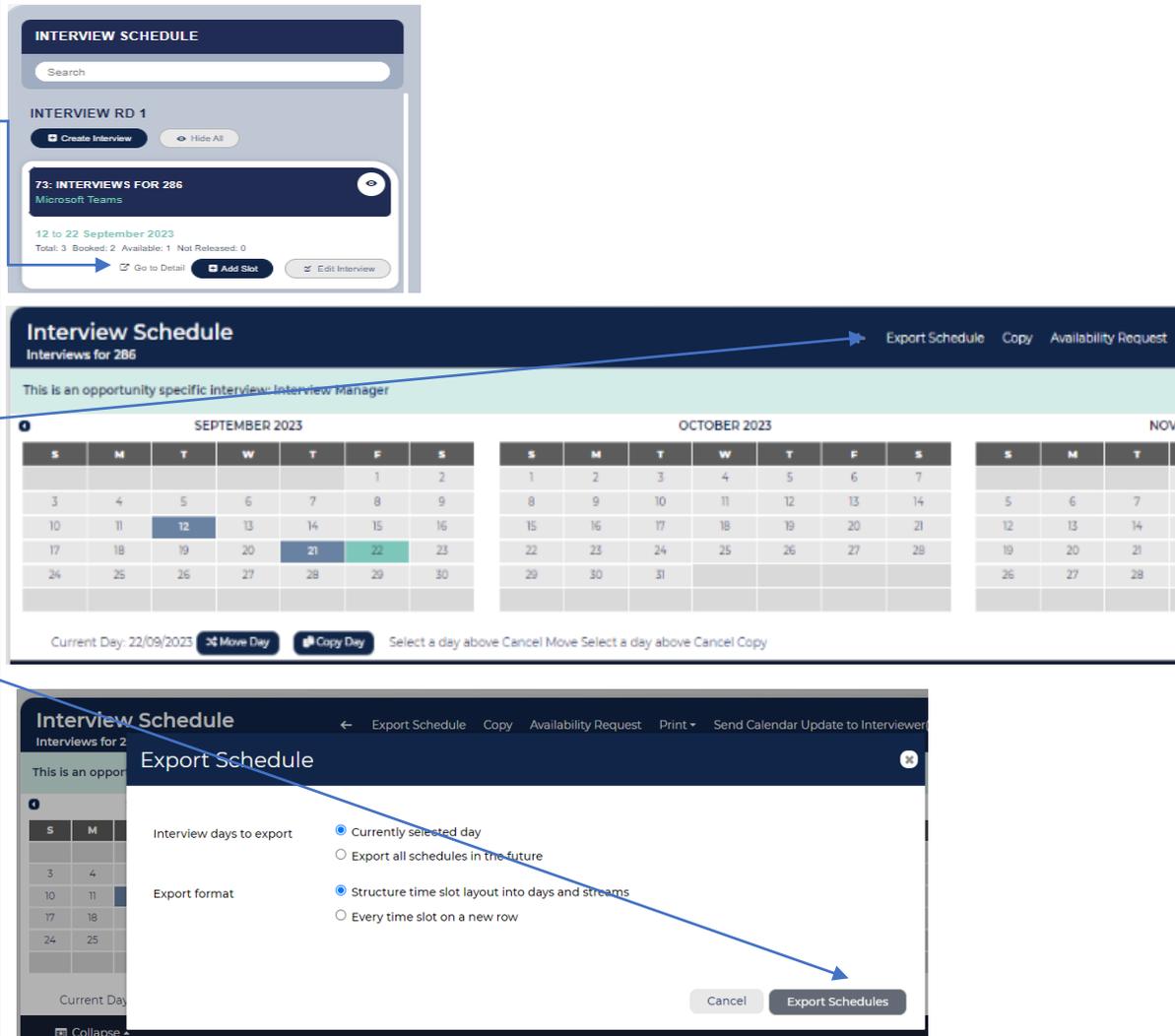
- Thursday 21 September 2023:**
 - 76: Interviews for 286 - re-testing (Location: Microsoft Teams) - 1 Interview
- Friday 22 September 2023:**
 - 73: Interviews for 286 (Location: Microsoft Teams) - 1 Interview
 - 16:00 - 16:35: Candidate: romana ash, Interviewers: Romana Ashraf - Booked
- Monday 25 September 2023:**
 - 77: testing for in person interviews - user guide preventing rescheduling (Location: In person at Department W) - 2 Interviews
 - 13:00 - 13:30: Empty Interview, Interviewers: Vikram Singh, Romana Ashraf - Available
 - 13:35 - 14:05: Empty Interview, Interviewers: Vikram Singh, Romana Ashraf - Available
- Thursday 28 September 2023:**
 - 78: checking manual interview set up MS teams (Location: MS teams) - 1 Interview

Method 2:

On the same page, on the left-hand side, click **“Go to Detail”**

This will take you to the interview schedule page. Here you will see your interview slots under the **“Schedule”** tab.

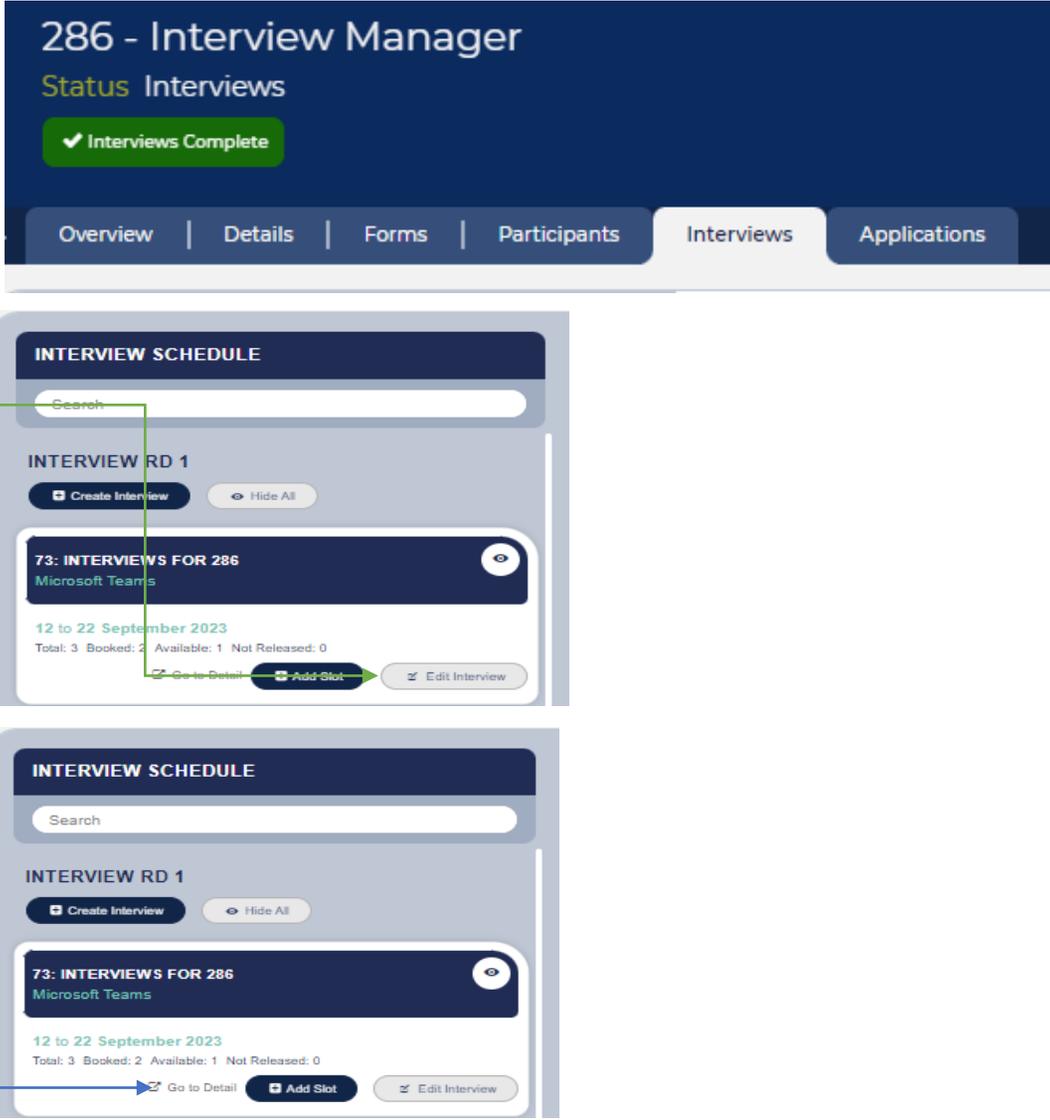
Here you can select the **“Export Schedule”** button and select the options based on your requirements. Once you click **“Export Schedule”**, an excel spreadsheet will download and ready for you to access and cascade to the interview panel.



The screenshot shows the 'INTERVIEW SCHEDULE' interface. At the top, there is a search bar and a section for 'INTERVIEW RD 1' with 'Create Interview' and 'Hide All' buttons. Below this is a card for '73: INTERVIEWS FOR 286' (Microsoft Teams) for the period '12 to 22 September 2023'. A blue arrow points from the text 'Go to Detail' to the 'Go to Detail' button on this card.

The main view is the 'Interview Schedule' for 'Interviews for 286'. It features a calendar for 'SEPTEMBER 2023' and 'OCTOBER 2023'. A blue arrow points from the text 'Export Schedule' to the 'Export Schedule' button in the top right corner of the main view.

The 'Export Schedule' dialog box is open, showing options for 'Interview days to export' (with 'Currently selected day' selected) and 'Export format' (with 'Structure time slot layout into days and streams' selected). A blue arrow points from the text 'Export Schedules' to the 'Export Schedules' button at the bottom right of the dialog.

How To Edit Interviews	
Step/Action	Examples/Screenshots
<p>You will need to go into your vacancy page and click the “interviews” tab.</p> <p>Here you can see your scheduled interviews and slots as described in the section above.</p> <p>On the same page, on the left-hand side, you can edit your Interview Schedule by clicking the “Edit Interview” button next to the relevant interview box. This will allow you to edit the schedule details.</p> <p>To edit Interview Slots, click “Go to Detail”</p>	 <p>The screenshot shows the '286 - Interview Manager' interface. At the top, there is a navigation bar with tabs for Overview, Details, Forms, Participants, Interviews (selected), and Applications. Below this, a green badge indicates 'Interviews Complete'. The main content area is titled 'INTERVIEW SCHEDULE' and contains a search bar, a 'Create Interview' button, and a 'Hide All' button. A list of interview items is displayed, with the first item being '73: INTERVIEWS FOR 286' using Microsoft Teams, scheduled for 12 to 22 September 2023. The item shows 'Total: 3 Booked: 2 Available: 1 Not Released: 0'. Below the item are three buttons: 'Go to Detail', 'Add Slot', and 'Edit Interview'. A green arrow points from the 'Edit Interview' button in the screenshot to the text in the left column. Another green arrow points from the 'Go to Detail' button in the screenshot to the text in the left column.</p>

This will take you to the interview schedule page. Here you will see your slots under the **“Schedule”** tab. If you want to amend the details of the slot, click the checkbox of the slot and select the pencil icon.

This will allow you to edit interview time slots. Please note these must not be edited if a candidate has already booked into the slot.

Interview Schedule
Interviews for 206

← Export Schedule Copy Availability Request Print • Send Calendar Update to Interviewer(s) Release All Interviews Unrelease All Interviews Delete Schedule

This is an opportunity specific interview: Interview Manager

SEPTEMBER 2023							OCTOBER 2023							NOVEMBER 2023							DECEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
3	4	5	6	7	8	9	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
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17	18	19	20	21	22	23	22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
24	25	26	27	28	29	30	29	30	31												31						

Current Day: 22/09/2023 Move Day Copy Day Select a day above Cancel Move Select a day above Cancel Copy

Collapse -

Schedule Interviews Properties iCal History Candidate Reminders

+ Add Stream Bulk Edit Slots Delete Slots

No Title

Of 1 slots all have interviewers and 1 are fully booked.

All Slots

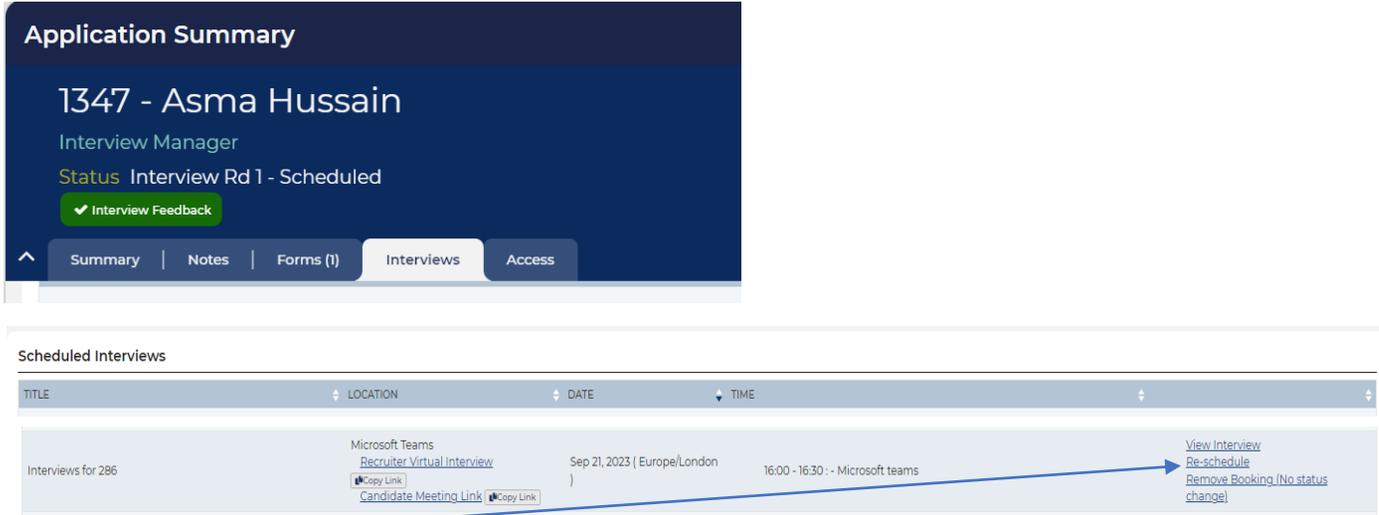
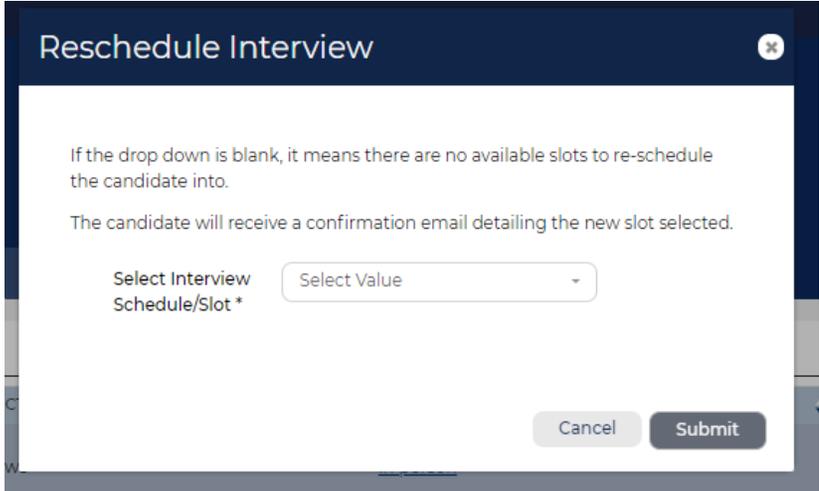
4:00 pm to 4:30 pm

Slot Location: DEPARTMENT W - testing SLOT LOCATION

Interviewer(s) [1 of 1]: Romana Ashraf

Candidate [1 of 1]: romana ash

How To Reschedule a Candidate's Interview

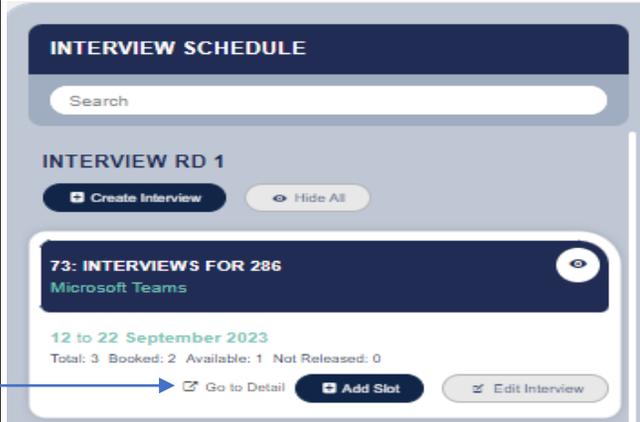
Step/Action	Examples/Screenshots										
<p>To reschedule an interview, you must first ensure the interview schedule and time slot is created on the vacancy page under the "Interviews" tab (Follow separate user guide for this).</p> <p>Next, you must go into the applicants page, click in the "Interviews" tab.</p> <p>You will then see relevant interview information for this particular candidate and a section titled "Scheduled Interviews".</p>	 <p>Application Summary</p> <p>1347 - Asma Hussain</p> <p>Interview Manager</p> <p>Status Interview Rd 1 - Scheduled</p> <p>Interview Feedback</p> <p>Summary Notes Forms (1) Interviews Access</p> <p>Scheduled Interviews</p> <table border="1"> <thead> <tr> <th>TITLE</th> <th>LOCATION</th> <th>DATE</th> <th>TIME</th> <th></th> </tr> </thead> <tbody> <tr> <td>Interviews for 286</td> <td>Microsoft Teams Recruiter Virtual Interview Candidate Meeting Link</td> <td>Sep 21, 2023 (Europe/London)</td> <td>16:00 - 16:30 : - Microsoft teams</td> <td> View Interview Re-schedule Remove Booking (No status change) </td> </tr> </tbody> </table>	TITLE	LOCATION	DATE	TIME		Interviews for 286	Microsoft Teams Recruiter Virtual Interview Candidate Meeting Link	Sep 21, 2023 (Europe/London)	16:00 - 16:30 : - Microsoft teams	View Interview Re-schedule Remove Booking (No status change)
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<p>Select "Reschedule" and a pop up "Reschedule Interview" box will appear. Select the interview time slot you wish to book the candidate into and click "Submit".</p> <p>This will send a rescheduled confirmation email to the candidate informing them of the revised details.</p>	 <p>Reschedule Interview</p> <p>If the drop down is blank, it means there are no available slots to re-schedule the candidate into.</p> <p>The candidate will receive a confirmation email detailing the new slot selected.</p> <p>Select Interview Schedule/Slot * <input type="text" value="Select Value"/></p> <p>Cancel Submit</p>										

How To View and Print Your Interview Itinerary

Step/Action

Examples/Screenshots

To view your interview itinerary and print application forms for your interview panel members, you must click **“Go to detail”** for the interviews.



Click **“Print”** and either:

- 1) Click **“Print Interviews”** and select **“candidates”** – this will print the interview itinerary for you.
- 2) Click **“Print Applications”** and this will print the applications for you via printbook.

