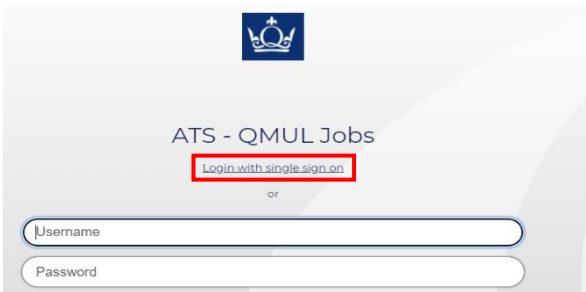
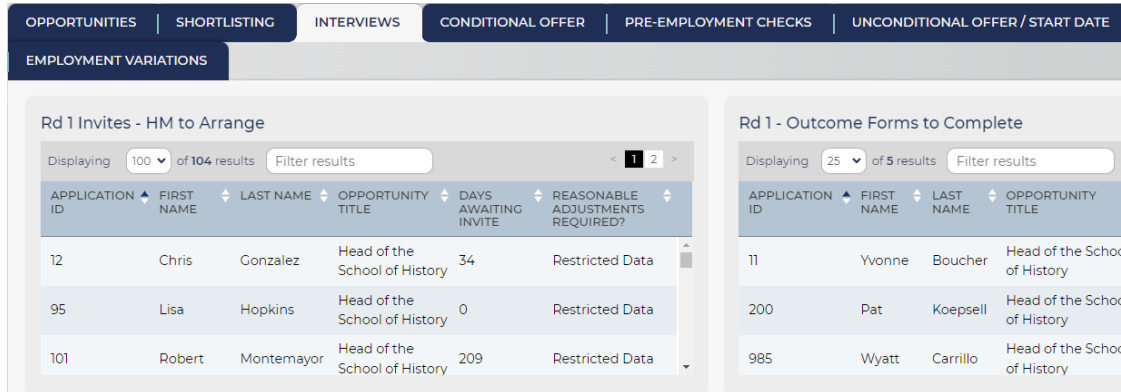


Setting up Interviews - Hiring Manager Oleeo User Guide

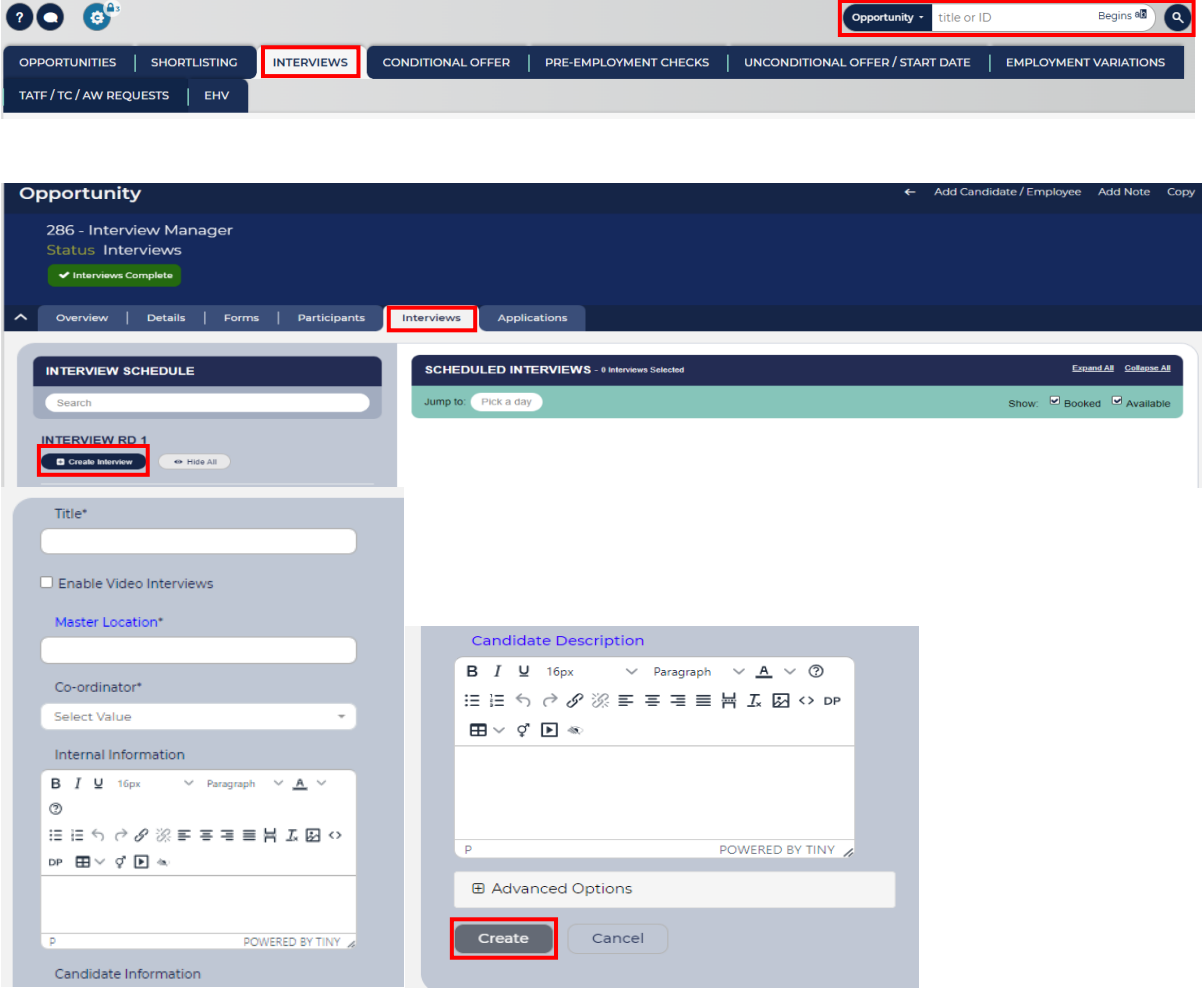
This document will provide you (Hiring Manager) with step-by-step guidance on how to:

- [Create an Interview Schedule and Interview Slots](#)
- Send Interview Invites (in [bulk](#) or individually either for the [candidate to self-select](#) a slot or [manually adding them to a slot](#))
- [Locate interview information as a panel member and a candidate](#)

Throughout this document, the terms opportunities and vacancies are used interchangeably.

Accessing Oleeo/Dashboard	
Step/Action	Example/Screenshot
To access Oleeo, use this link: https://qmul-jobs.tal.net/vx/saml2 and click on “Log in with single sign on” to log into the system. (You are not required to enter any login details).	
When you log into Oleeo, you will be presented with your Dashboard.	
Under your Hiring Manager (HM) Profile, your dashboard will include an “Interviews” tab which provides you with an overview of candidates and vacancies at interview stage.	
The boxes: HM to Arrange: Shows you all candidates that have been successfully shortlisted for interview and require interview invites to be sent. Outcome Forms to Complete: Shows you all candidates who have booked an interview slot and have Interview feedback forms ready for you to complete.	

Creating an Interview Schedule and Interview Slots (In person)

Step/Action	Example/Screenshot
1) Locate the Opportunity you wish to create an interview schedule for either via the Interviews tab on your dashboard, double clicking on the row/Opportunity, or the search box on the top right-hand side of your dashboard, using the Opportunity Title or ID. 2) Once you land on the vacancy, click the “Interviews” tab and then “Create Interview”. 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: Enter specific information you would like the interview panel members to be made aware of for the interviews, if required. This information will be visible on the Outlook Calendar entry sent to them. Candidate Description: Enter specific (clear and appropriate) information you would like candidates to be aware of in relation to the interviews if required. This will be visible to the candidates in their application portal. 3) Once complete, select “Create”.	

Next, you will need to create interview slots.

- 4) Click “**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.

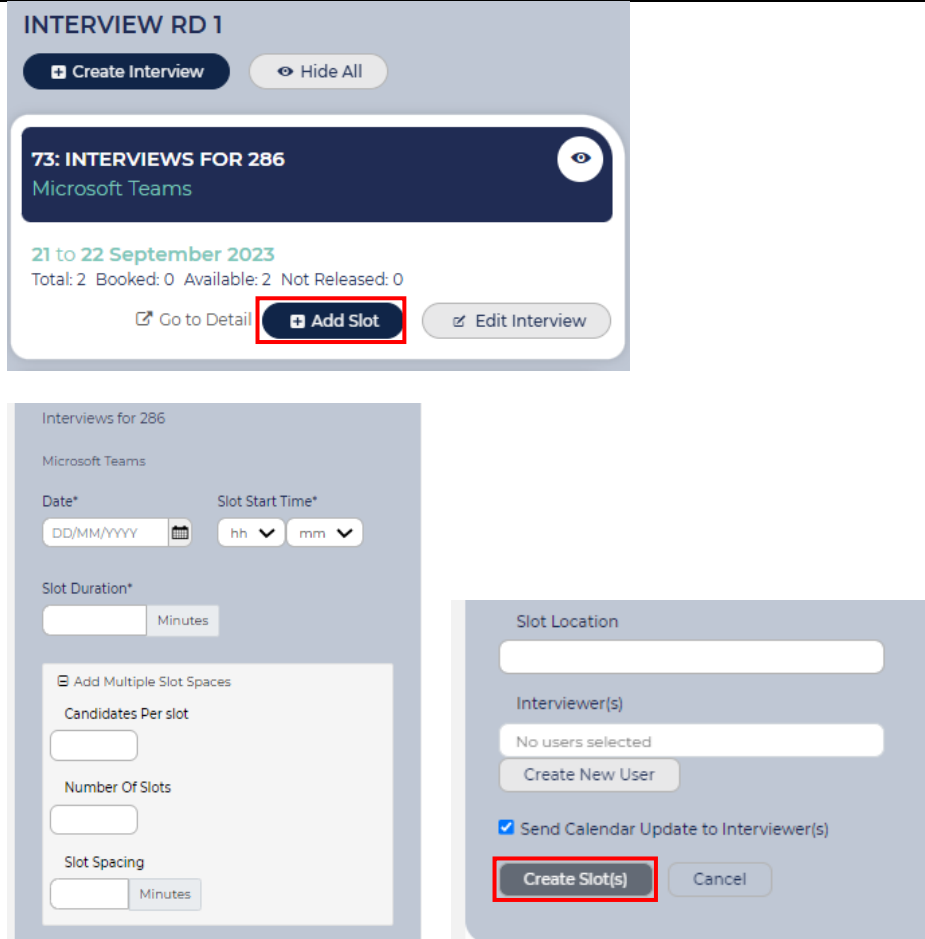
“**Add Multiple Slot Spaces**” if you have more than 1 candidate to invite.

- **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.
- Note:** If you require a lunch break longer than your slot spacing, you will need to create another set of slots separately. To do this, follow step 4 again.
- **Slot Location:** Enter the full location of the interviews here. The candidate will see this.

Interviewers: All interviewers must be added to this section, including the Chair.

Tick “**Send Calendar Update to Interviewer(s)**” to send outlook calendar placeholder invites to panel members.

- 5) 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 below).

Creating an Interview Schedule and Interview Slots (Virtual)

Creating virtual interviews follows the same steps as in person interviews with a couple of additional steps.

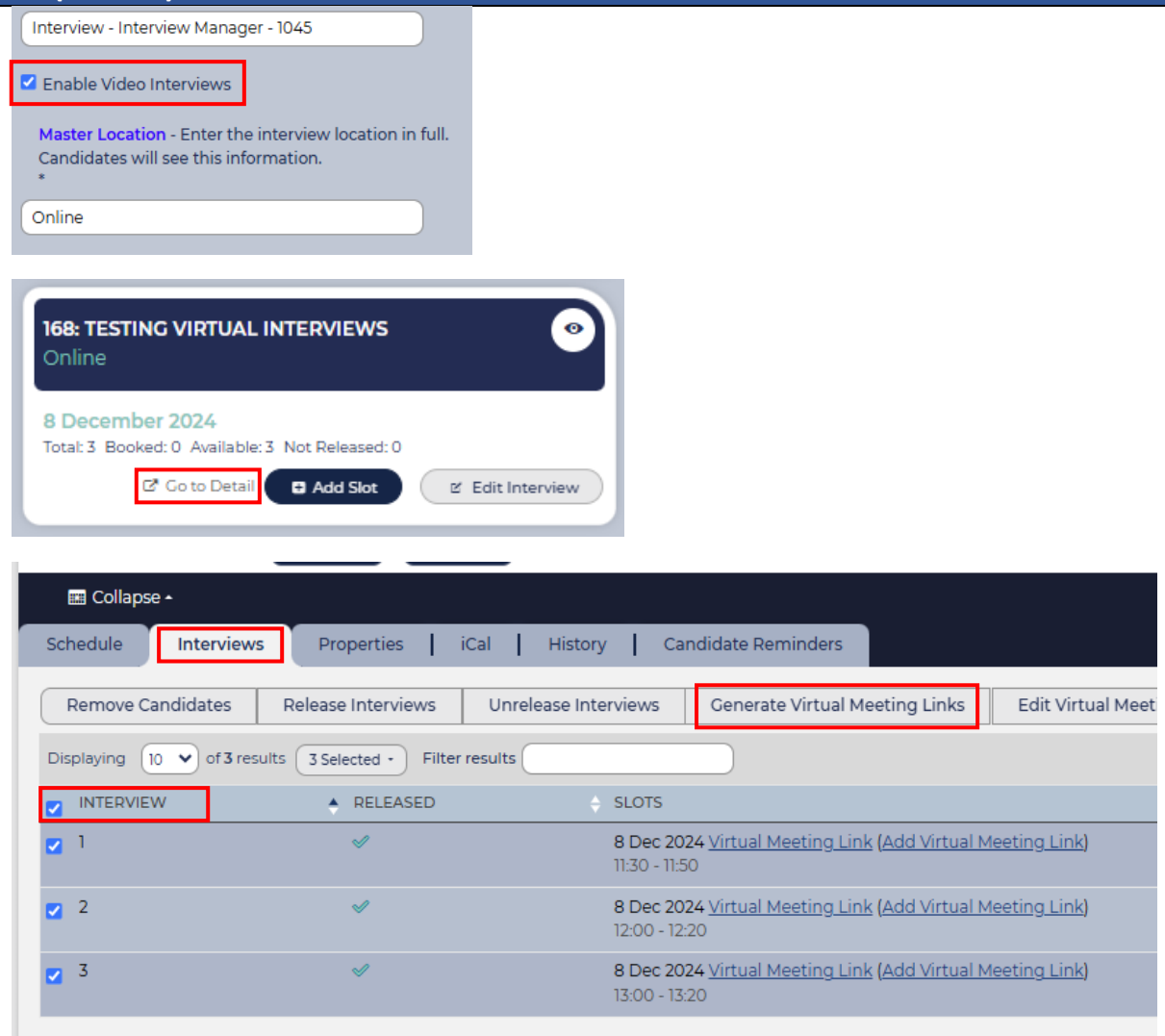
Follow [steps 1-5](#) above. In [step 2](#), tick the “Enable Video Interviews” box and continue through to step 5.

After [step 5](#),

- 6) Select “[Go to Detail](#)” in the interview schedule box. This will take you to the interview schedule screen which will show you more detail about the slots.
- 7) Select the “[Interviews](#)” tab.
- 8) Tick the box next to “[Interview](#)” to select all the slots at once.
- 9) Select “[Generate Virtual Meeting Links](#)”.

You will see the slots update from “[Add virtual Link](#)” to “[Update Link](#)”.

Important Note: The above is crucial in activating the virtual interview links. Without generating virtual links, neither the candidate nor panel member will be able to join the interview virtually once the slot has been booked into. To [access virtual meeting links](#), see guide below.



Interview - Interview Manager - 1045

☒ Enable Video Interviews

Master Location - Enter the interview location in full. Candidates will see this information.
*

Online

168: TESTING VIRTUAL INTERVIEWS
Online

8 December 2024
Total: 3 Booked: 0 Available: 3 Not Released: 0

[Go to Detail](#) [Add Slot](#) [Edit Interview](#)

Collapse

Schedule **Interviews** Properties iCal History Candidate Reminders

Remove Candidates Release Interviews Unrelease Interviews **Generate Virtual Meeting Links** Edit Virtual Meet

Displaying 10 of 3 results 3 Selected Filter results

☒ INTERVIEW	RELEASED	SLOTS
☒ 1	✓	8 Dec 2024 Virtual Meeting Link (Add Virtual Meeting Link) 11:30 - 11:50
☒ 2	✓	8 Dec 2024 Virtual Meeting Link (Add Virtual Meeting Link) 12:00 - 12:20
☒ 3	✓	8 Dec 2024 Virtual Meeting Link (Add Virtual Meeting Link) 13:00 - 13:20

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

Creating an Interview Schedule and Interview Slots over multiple days

If interviews are to be conducted over multiple days, you can add additional slots to the same interview schedule box.

- 1) Once you have created the first batch of slots using the steps above, select “[Add Slot](#)”.
- 2) Proceed to completing the steps for [virtual](#) or [in person](#) interviews mentioned above.

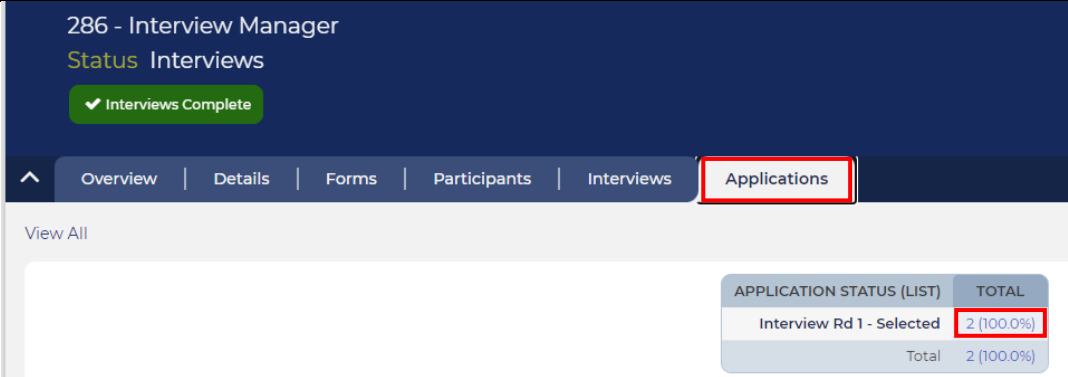
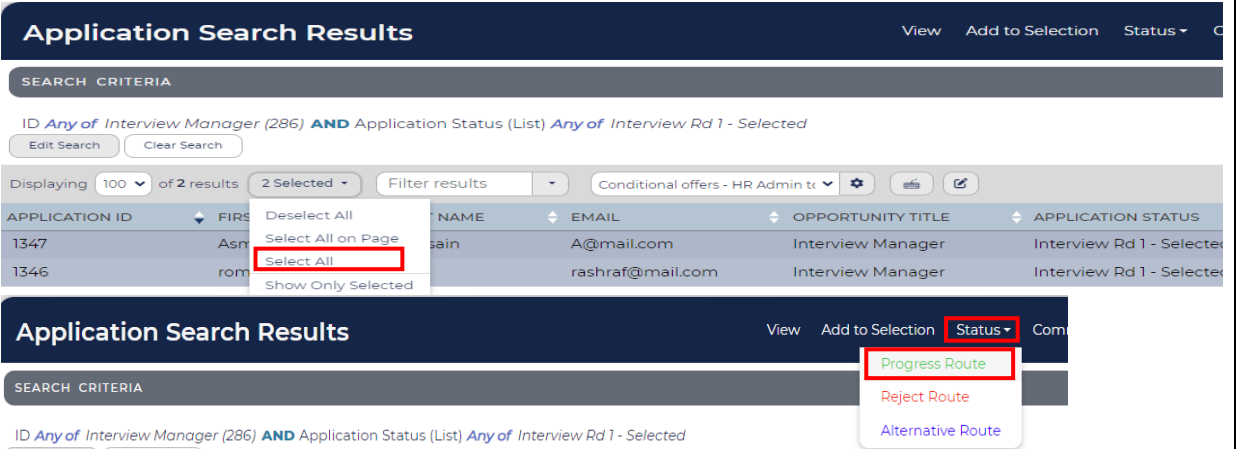
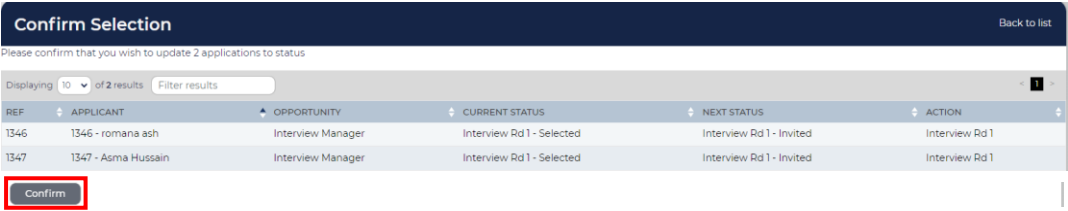
Once the slots have been added for multiple days, you will notice the date change from a single day to a date range in the interview schedule box.

Note: This should only be used for the same round of interviews. Create a new interview schedule and slots for consequent interview Rounds 2 and 3 separately when required under the correct heading in the right hand side menu.



You can now proceed to inviting the candidates to the interviews (guidance below).

How to invite candidates to interview - Bulk Invites

Step/Action	Example/Screenshot
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 - On the Opportunity page, on the “Applications” tab, 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. “Select All”. - On the top right, select “Status”, “Progress Route”. - You will be taken to the “Confirm Selection” screen which will show you the new status for each application which should be “Interview Rd 1 - Invited”. Click “Confirm” if you are happy to proceed.	  

- 5) You will be taken to the invite template details page. Select the **“Interview Selection Method”**,
 - **Auto Select** for the candidate to choose to book into any one of the slots you have created.
 - **Specific Interview**, if you only have 1 candidate and 1 interview slot.**“Correspondence”** (interview invite) email template,
 - **Interview Invite** for face to face (in person) interviews.
 - **Interview Invite (Virtual)** for remote/virtual interviews.
- 6) Once you have selected a template, you can review and add more information to the email should you need to, including, amending the email subject.
- 7) Click the **“Preview Email”** button to see how the email will be presented. Then click **“Confirm”** once you are happy to proceed.

Note: Each interview invite template includes 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.

Bulk Invite To Interview

Interview Selection Method * ☒ Auto Select ☐ Specific Interview

☒ Send Email to Candidate

Invite Email

Correspondence *

Invite Email

Correspondence *

Email Subject *

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)

POWERED BY TINY

Attachments

How to invite candidates to interview - Individual Invites and Manually Scheduling

Step/Action

You can send interview invites individually via 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).

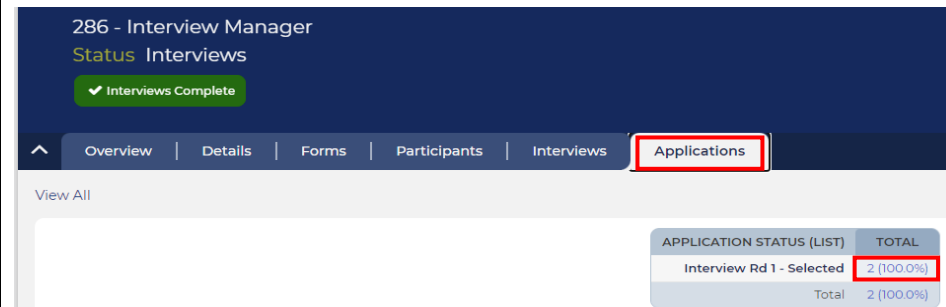
- 1) On the Opportunity page, on the “**Applications**” tab, select the number next to “**Interview Rd 1 - Selected**”.

- 2) 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:

- **Candidate Self Schedule Invite**
- **Manually Schedule Interview**

Examples/Screenshots

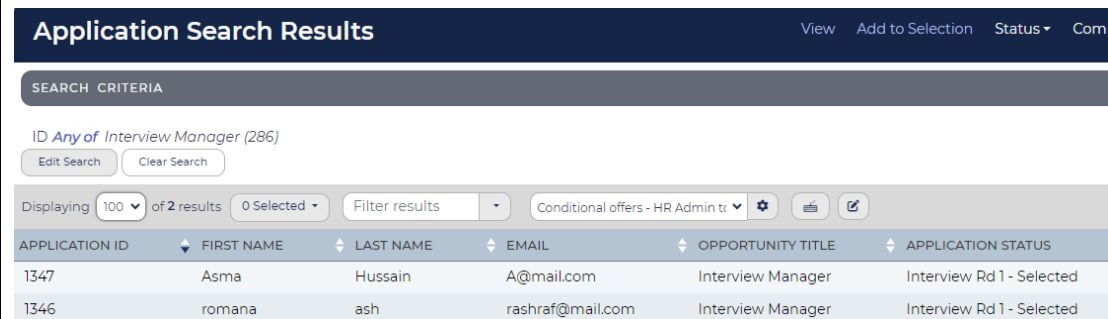


286 - Interview Manager
Status Interviews
✓ Interviews Complete

Overview | Details | Forms | Participants | Interviews | **Applications**

View All

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



Application Search Results

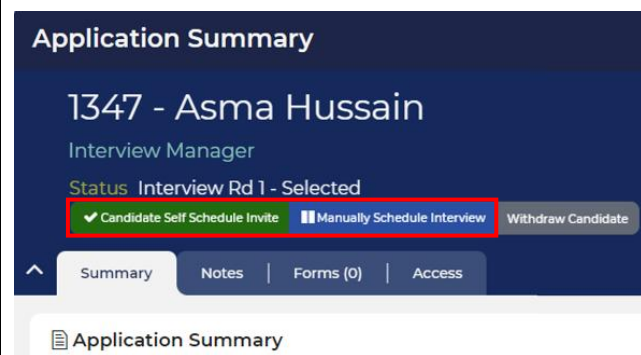
View Add to Selection Status Com

SEARCH CRITERIA

ID Any of Interview Manager (286)
Edit Search Clear Search

Displaying 100 of 2 results 0 Selected Filter results Conditional offers - HR Admin tr

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



Application Summary

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

✓ Candidate Self Schedule Invite Manually Schedule Interview Withdraw Candidate

Summary Notes Forms (0) Access

Application Summary

3a) **Manually Schedule Interview**

You may choose to use this to directly book the candidate into an already arranged interview date and time slot.

- i. Select the “**Manually Schedule Interview**” button.

You will be required to complete an interview details form.

- ii. Complete all the mandatory fields including the “**Interviewer(s)**” field.

“**Ad Hoc Interview Title**” will be visible to the candidate. Enter “**Interviews - job title and Opportunity number**”.

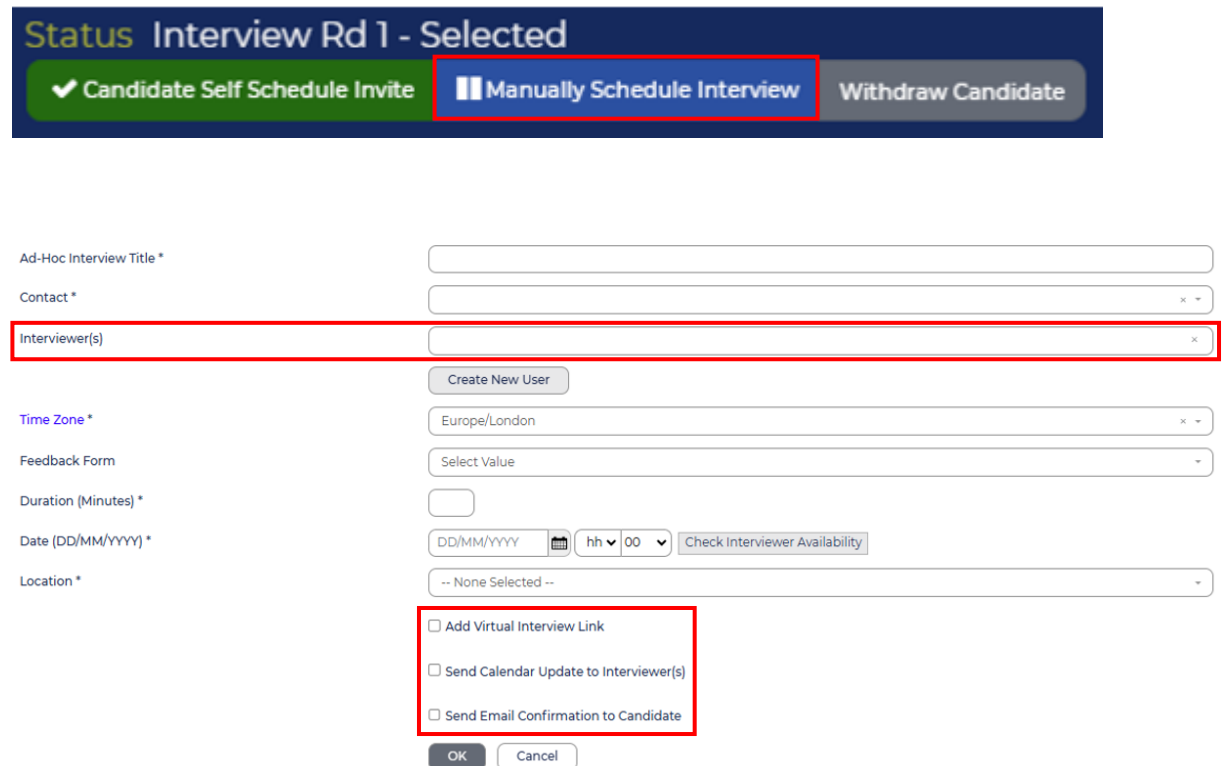
Select and/or deselect from the below depending on your requirements.

- **Add virtual Interview Link**
- **Send Calendar update to Interviewer(s)**
- **Send email confirmation to candidate**

Note: When you select the “*Add Virtual Interview Link*” a virtual MS teams link will be generated for the invite and will be included in the email confirmation to the candidate.

Important Note: You must ensure you liaise with the candidate directly to understand if they need reasonable adjustments as this method does not allow them to indicate this in the system.

- iii. Click “**OK**”. You will be taken to the email template for interview confirmation.



Status Interview Rd 1 - Selected

Ad-Hoc Interview Title *

Contact *

Interviewer(s)

Create New User

Time Zone * Europe/London

Feedback Form Select Value

Duration (Minutes) *

Date (DD/MM/YYYY) * DD/MM/YYYY hh 00 Check Interviewer Availability

Location * -- None Selected --

☐ Add Virtual Interview Link
☐ Send Calendar Update to Interviewer(s)
☐ Send Email Confirmation to Candidate

OK Cancel

This is the email the candidate will receive. You can edit the email should you need to. Ensure the information within the email is correct and use the “**Preview**” button accordingly.

- iv. Once you are happy with the email, click “**Send Correspondence**”. The applicant status will change to “**Interview - Scheduled**” which means the candidate is now booked into your interview slot.

3b) **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.

- i. Complete the form

Select the:

“**Interview Selection Method**”,

- **Auto Select**, if you have more than 1 interview slot.
- **Specific Interview**, if you only have 1 interview slot.

“**Select Interview**” - enter the Opportunity title here.

“**Correspondence**” (interview invite) email template,

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

Subject * Queen Mary University of London Application Update

Edit content *

B I U 16px Paragraph A ?

Date: Thursday, 28 September 2023
Time: 13:00

Further details are available in your **[urlpath="application.candidate_application_link"]Application Centre/[urlpath]** where you'll also be able to add this interview to your calendar.

If your interview is virtual, the link to join will be available from the **Interviews** menu in your **[urlpath="application.candidate_application_link"]Application Centre/[urlpath]**. Virtual interviews are conducted using Microsoft Teams, which is an online communication platform with a video.

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Attachments

Add Local File

Send Correspondence Preview Cancel

Status Interview Rd 1 - Selected

✓ **Candidate Self Schedule Invite** || **Manually Schedule Interview** **Withdraw Candidate**

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 *

- ii. Once you have selected a template, you can edit the email should you need to. You can also “**Preview**” the email and attach a document if required.

Note: Each interview invite template includes 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.

- iii. Once you are happy with the email, click “**Confirm**”. The candidate status will change to “**Interview - Invited**”.

You can see the interview invite email on the right-hand side of the applicant page under “**Communication**”.

Correspondence *

Email Subject *

Email Text

Attachments

Interview - Invite

[placeholder="ORC_NAME"]/[placeholder] - Interview Invite - [path]application.opportunity.title[/path] [path]application.opportunity.id[/path]

B I U 16px Paragraph

Dear application.user.firstname.

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

Please book into one of the available interview slots by logging into your [uripath="application.candidate_application_link"]Application Centre[/uripath]. You will have the opportunity to indicate any reasonable adjustments you may require for the interview. The Hiring Manager will be informed of your request.

The interview panel are -
GROUP_CONCAT(application.most_recent_interview.itinerary_stream_slots.any.any_stream_slot.administrators.any.user.full_name)

To access information on how to find us, please visit the following website to access relevant maps and directions:

POWERED BY TINY

Add Local File

Confirm Preview Email Cancel

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 7:52:15 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)

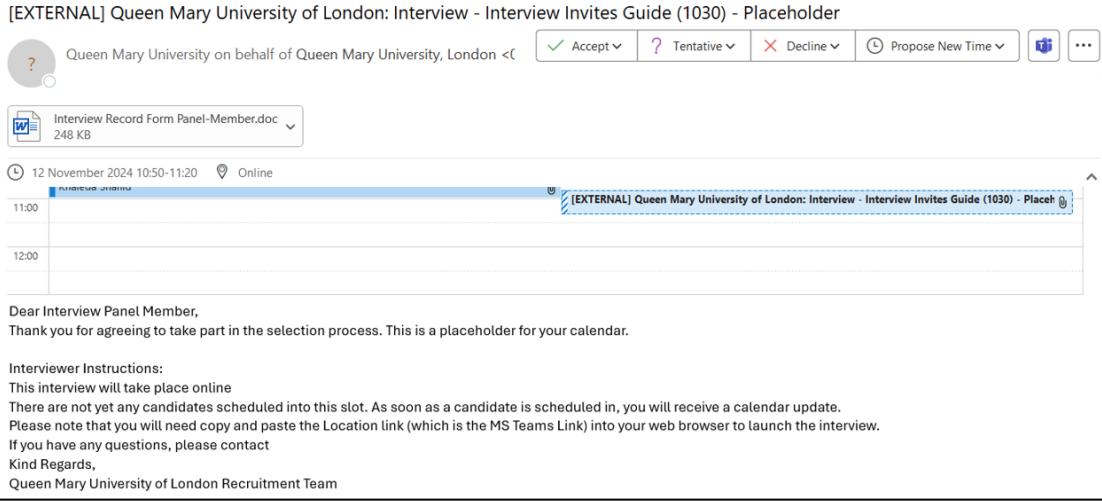
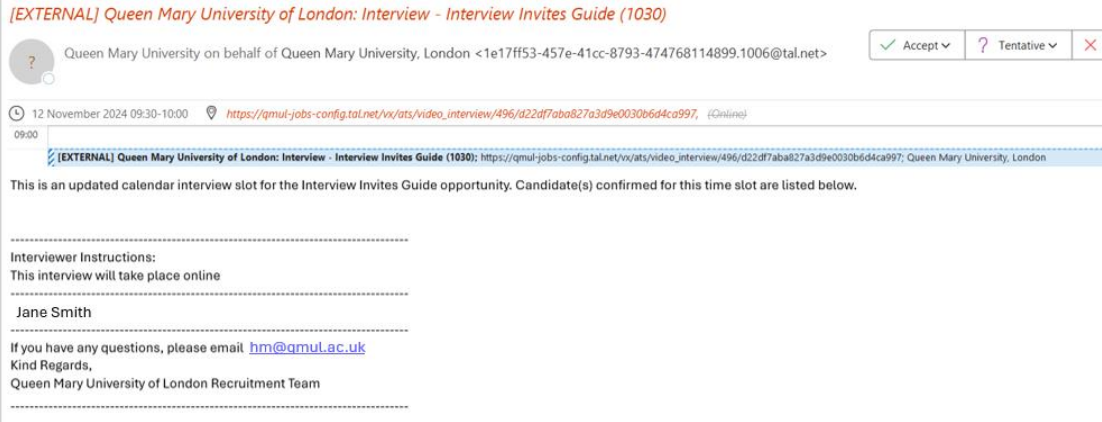
A photographic ID

Please book into one of the available interview slots by logging into your [Application Centre](#).

Please refer to the attached 'Appendix T' which provides some useful information for your interview.

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

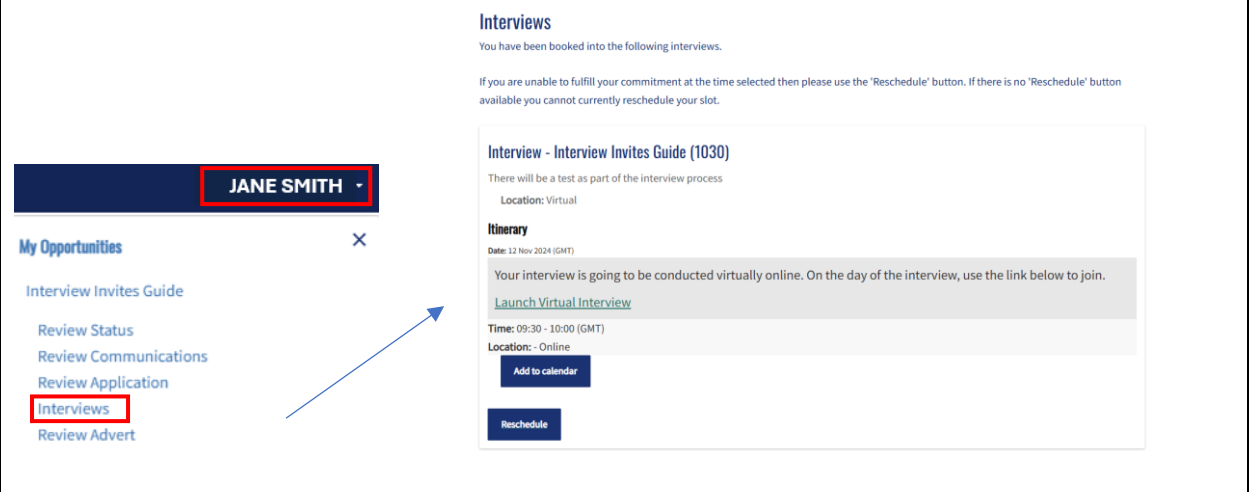
Locating interview information as a panel member and candidate

Step/Action	Example/Screenshot
Interview panel members will receive two emails in relation to the interview invites: - Placeholder emails covering each slot created. - Updated interview invites after the slot has been booked by a candidate. The invite will contain the name of the candidate booked into that slot and the virtual link (if the interview is virtual) within the subject line. This will replace/update the placeholder email. Note: If the interview is in person, and a panel member is unable to attend physically, the means for the panel member to attend virtually must be made outside of Oleo.	 [EXTERNAL] Queen Mary University of London: Interview - Interview Invites Guide (1030) - Placeholder Queen Mary University on behalf of Queen Mary University, London <[redacted]> Interview Record Form Panel-Member.doc 248 KB 12 November 2024 10:50-11:20 Online 11:00 [EXTERNAL] Queen Mary University of London: Interview - Interview Invites Guide (1030) - Placeholder 12:00 Dear Interview Panel Member, Thank you for agreeing to take part in the selection process. This is a placeholder for your calendar. Interviewer Instructions: This interview will take place online There are not yet any candidates scheduled into this slot. As soon as a candidate is scheduled in, you will receive a calendar update. Please note that you will need copy and paste the Location link (which is the MS Teams Link) into your web browser to launch the interview. If you have any questions, please contact Kind Regards, Queen Mary University of London Recruitment Team  [EXTERNAL] Queen Mary University of London: Interview - Interview Invites Guide (1030) Queen Mary University on behalf of Queen Mary University, London <1e17ff53-457e-41cc-8793-474768114899.1006@tal.net> 12 November 2024 09:30-10:00 https://qmul-jobs-config.tal.net/vv/ats/video_interview/496/d22df7aba827a3d9e0030b6d4ca997, (Online) 09:00 [EXTERNAL] Queen Mary University of London: Interview - Interview Invites Guide (1030): https://qmul-jobs-config.tal.net/vv/ats/video_interview/496/d22df7aba827a3d9e0030b6d4ca997; Queen Mary University, London This is an updated calendar interview slot for the Interview Invites Guide opportunity. Candidate(s) confirmed for this time slot are listed below. Interviewer Instructions: This interview will take place online Jane Smith If you have any questions, please email hm@qmul.ac.uk Kind Regards, Queen Mary University of London Recruitment Team

Candidates will receive:

1. An email asking them to book into a slot
2. A confirmation email once they have booked into the slot.

Note: If the interview is virtual, the link to the interview slot will not be included in the confirmation email. However, the link will be available in their application portal in the “Interviews” section under the title of the role they have applied to.



Interviews

You have been booked into the following interviews.

If you are unable to fulfill your commitment at the time selected then please use the 'Reschedule' button. If there is no 'Reschedule' button available you cannot currently reschedule your slot.

Interview - Interview Invites Guide (1030)

There will be a test as part of the interview process

Location: Virtual

Itinerary

Date: 12 Nov 2024 (GMT)

Your interview is going to be conducted virtually online. On the day of the interview, use the link below to join.

[Launch Virtual Interview](#)

Time: 09:30 - 10:00 (GMT)

Location: - Online

[Add to calendar](#)

[Reschedule](#)