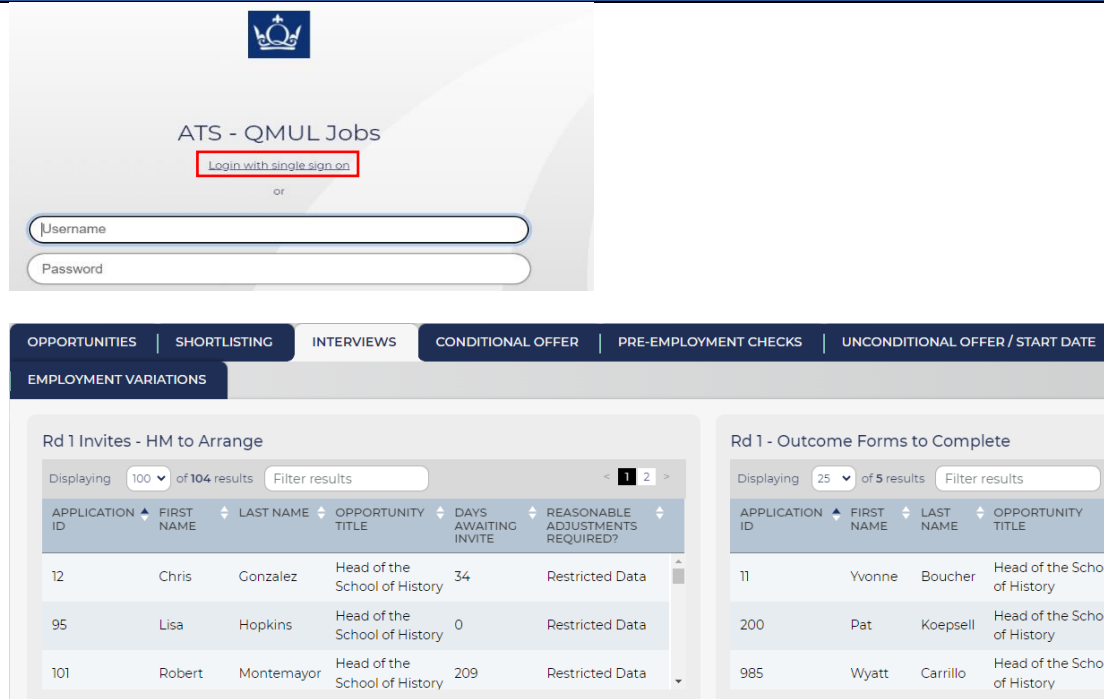


Viewing, Editing and Rescheduling Interviews - Hiring Manager Oleeo User Guide

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](#) and [update panel members](#)
- [Reschedule a candidate](#)
- [Change an in-person interview to virtual after interview invites have been sent](#)
- [Delete interview slots and or the interview schedule](#)

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																																								
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. When you log into Oleeo, you will be presented with your Dashboard. Under your Hiring Manager 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.	 ATS - QMUL Jobs Login with single sign on or Username Password OPPORTUNITIES SHORTLISTING INTERVIEWS CONDITIONAL OFFER PRE-EMPLOYMENT CHECKS UNCONDITIONAL OFFER / START DATE EMPLOYMENT VARIATIONS Rd 1 Invites - HM to Arrange Displaying 100 of 104 results Filter results <table><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><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></table> Rd 1 - Outcome Forms to Complete Displaying 25 of 5 results Filter results <table><tr><th>APPLICATION ID</th><th>FIRST NAME</th><th>LAST NAME</th><th>OPPORTUNITY TITLE</th></tr><tr><td>11</td><td>Yvonne</td><td>Boucher</td><td>Head of the School of History</td></tr><tr><td>200</td><td>Pat</td><td>Koepsell</td><td>Head of the School of History</td></tr><tr><td>985</td><td>Wyatt</td><td>Carrillo</td><td>Head of the School of History</td></tr></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	11	Yvonne	Boucher	Head of the School of History	200	Pat	Koepsell	Head of the School of History	985	Wyatt	Carrillo	Head of the School of History
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How to check your Interview Schedule

Step/Action

To view your interview schedule and slots, go to the **“Interviews”** tab on the Opportunity page.

- The left-hand side of the **“Interviews”** tab displays schedules created.
- The right-hand side shows the slots created for those schedules.

Note: Selecting **“Go to Detail”** in the interview schedule box will also take you to the interview schedule page. Here you will see your interview slots under the **“Schedule”** tab.

Arrangement of interview slots:

Slots are organised under schedules and dates.

Navigating to specific dates:

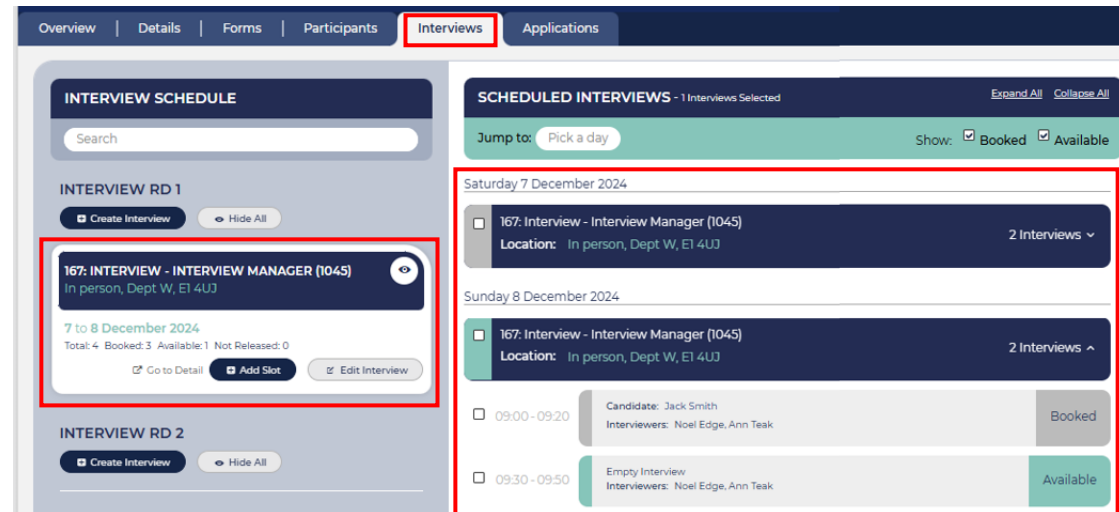
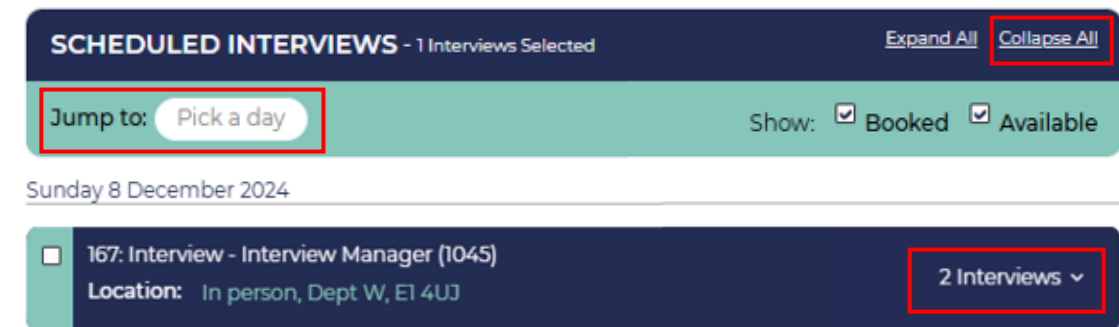
If there are interviews across multiple days, you can use the dropdown, **“Pick a day”**, at the top of the tab to jump to a particular day.

Customising slot visibility:

All slots are visible for all schedules attached to the Opportunity by default.

- To hide all slots, select **“Collapse All”** in the top-right corner.
- To expand a schedule on a specific day, select the **“Interviews”** link to the right of the schedule.
- Use the checkboxes below **“Expand All”** and **“Collapse All”** to hide **“Available”** or **“Booked”** slots from view.

Examples/Screenshots

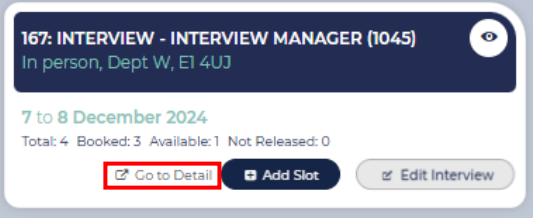
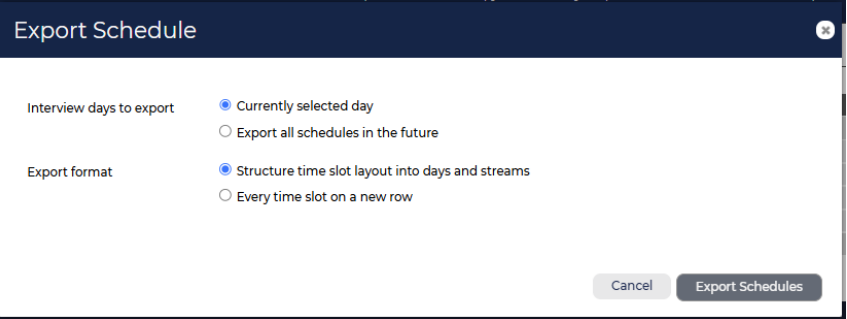
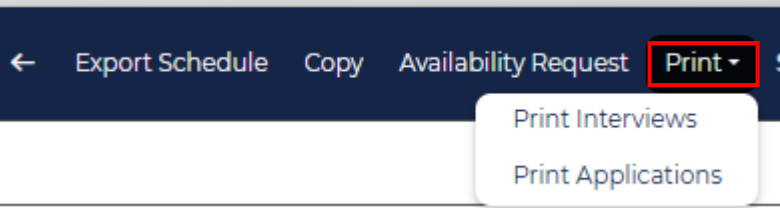
Understanding slot details:

- The first column shows the time of the interview.
- For booked slots, the candidate's name is shown. Their name links to their Application page.
- Interviewers associated to the slot are displayed below the candidate's name.
- The final column indicates if the slot is “**Booked**” or “**Available**”.

Sunday 8 December 2024

☐	167: Interview - Interview Manager (1045) Location: In person, Dept W, E1 4UJ	2 Interviews ^
☐	09:00 - 09:20 Candidate: Jack Smith Interviewers: Noel Edge, Ann Teak	Booked
☐	09:30 - 09:50 Empty Interview Interviewers: Noel Edge, Ann Teak	Available

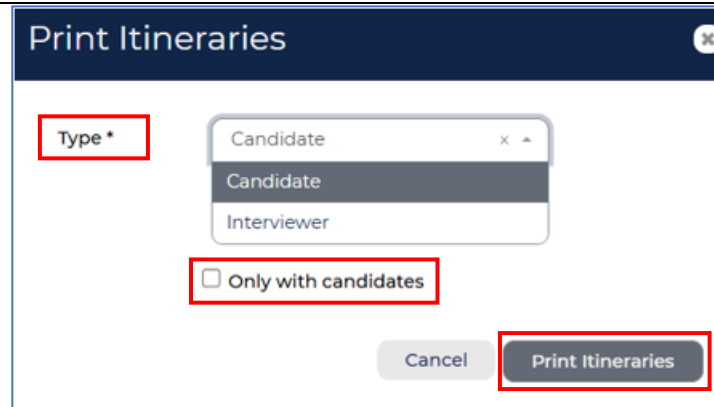
How to export and print the Schedule

Step/Action	Examples/Screenshots
To export or print your interviews: 1) Click “Go to Detail” in the Interview schedule box. You can either choose to print or export your schedule. Export Schedule - Click “Export Schedule”, at the top of the schedule page. - Select the options based on your requirements. - Click “Export Schedule”. An excel spreadsheet will download for you to send to the interview panel. Note: If you want to export a specific date, first select the date from the calendar before proceeding with steps i and ii above. Print Schedule - Click “Print” at the top of the schedule page. - There are two options: “Print Interviews”: Allows you to print the interview schedule as a PDF. - Select the “Type” - “Interviewer” includes the names of the interviewers on the schedule. - Tick “Only with candidates” if you want to print the schedule with booked slots only	   

- c. Click the **“Print Itineraries”** button to print the schedule.
- **“Print Applications”**: Allows you to download the scheduled candidates’ Applications in a print book format. You can “Filter by Interviewer” or “Filter by Stream” if needed otherwise leave blank and Click **“Print Application”**.

Returning to the Opportunity

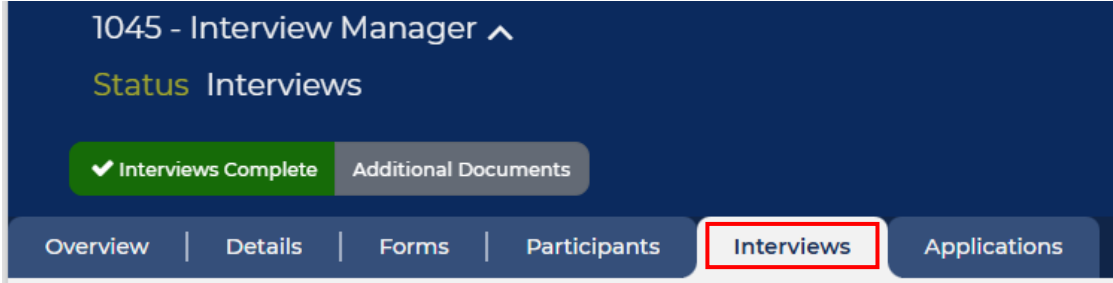
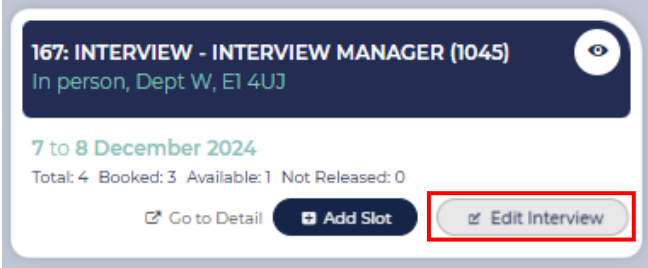
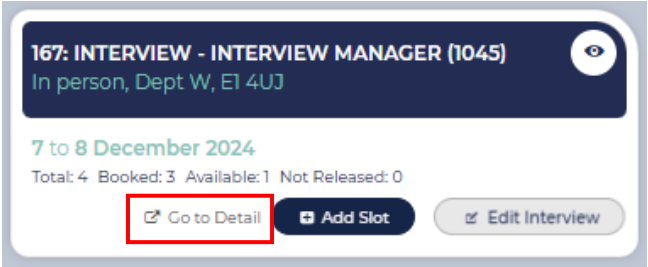
You can go back to the Opportunity by selecting the link at the top of the page.



The dialog box titled "Print Itineraries" has a close button (X) in the top right corner. It contains a "Type *" label with a red box around it, followed by a dropdown menu with "Candidate" selected and "Interviewer" as an option. Below the dropdown is a checkbox labeled "Only with candidates" with a red box around it. At the bottom are "Cancel" and "Print Itineraries" buttons, with the latter having a red box around it.



The header for the "Interview Schedule" section. It includes the title "Interview Schedule" and a subtitle "Interview - Interview Manager (1045)". On the right, there are links: "Export Schedule", "Copy", "Availability Request", and "Print". Below this, a message states "This is an opportunity specific interview:" followed by a link "Interview Manager" which is highlighted with a red box.

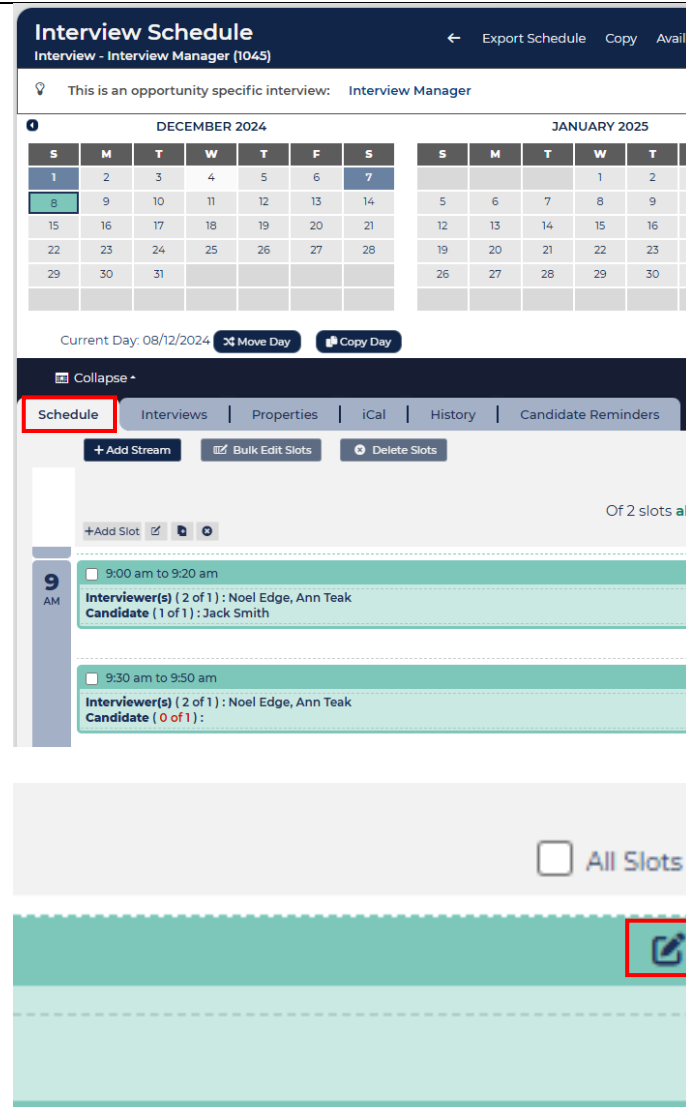
How to edit Interviews	
Step/Action	Examples/Screenshots
Go to the “Interviews” tab on the vacancy page.	
To edit the Interview Schedule, click the “Edit Interview” button in the relevant interview box on the left-hand side. This will allow you to edit the schedule details.	
To edit Interview Slots, click “Go to Detail”.	

This will take you to the interview schedule page. Here you will see your slots under the “[Schedule](#)” tab.

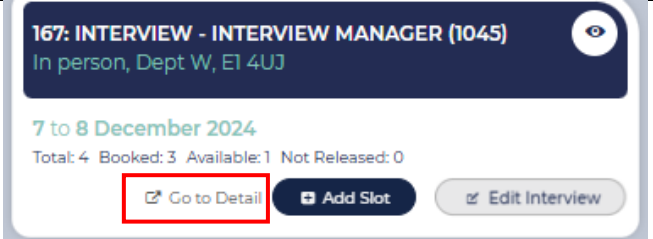
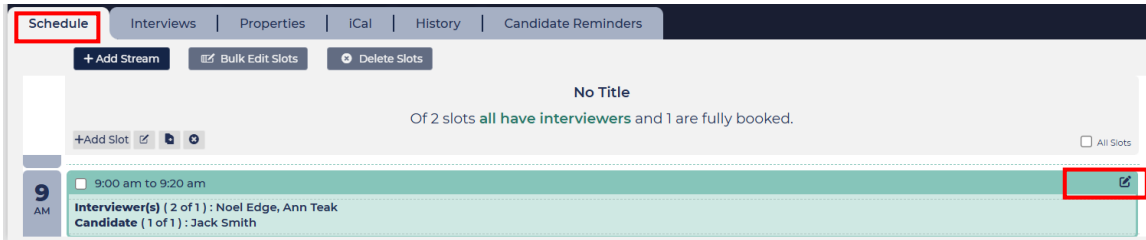
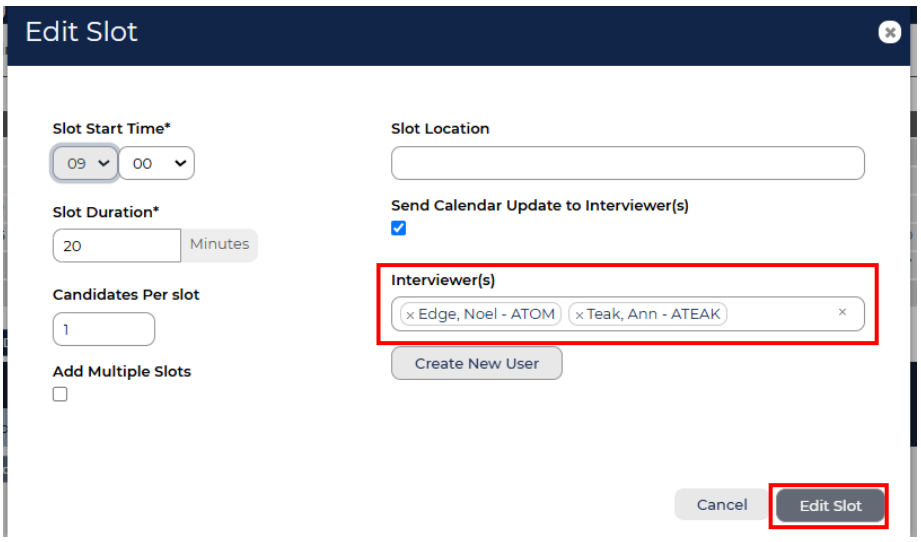
If you want to amend the details of the slot, click the pencil icon at the end of the slot.

This will allow you to edit that slot in terms of slot start time, slot duration and interviewers for that slot.

Important Note: Slots must not be edited if a candidate has already booked into the slot.



How to update Interview Panel Members

Step/Action	Examples/Screenshots
1) On the Opportunity page, go to the “Interviews” tab. 2) In the relevant interview schedule box on the left-hand side of the tab, click “Go to Detail”. 3) On the Interview Schedule screen, in the “Schedule” tab, select the edit pencil icon on the right-hand side of the slot. You can update/change the interviewers here. 4) Once interviewers have been updated/changed, click “Edit Slot”. Note: You will need to do this for all the relevant slots. If you need to do this in bulk, you can select all slots and then use the “Bulk Edit Slots” option. Once all the slots have been updated, you will need to inform the relevant interviewers.	 167: INTERVIEW - INTERVIEW MANAGER (1045) In person, Dept W, E1 4UJ 7 to 8 December 2024 Total: 4 Booked: 3 Available: 1 Not Released: 0 Go to Detail Add Slot Edit Interview  Schedule Interviews Properties iCal History Candidate Reminders + Add Stream Bulk Edit Slots Delete Slots No Title Of 2 slots all have interviewers and 1 are fully booked. + Add Slot 9 AM 9:00 am to 9:20 am Interviewer(s) (2 of 1): Noel Edge, Ann Teak Candidate (1 of 1): Jack Smith  Edit Slot Slot Start Time* 09 00 Slot Duration* 20 Minutes Candidates Per slot 1 Add Multiple Slots ☐ Slot Location Send Calendar Update to Interviewer(s) ☒ Interviewer(s) x Edge, Noel - ATOM x Teak, Ann - ATEAK x Create New User Cancel Edit Slot

- 5) Click “[Send Calendar Update to Interviewers](#)” on the top of the screen. You can check history on this page to see if emails have been sent to the updated members.

← Export Schedule Copy Availability Request Print ▾ [Send Calendar Update to Interviewer\(s\)](#)

How to reschedule a candidate's Interview

Step/Action

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 the ["Setting up interviews"](#) user guide for this).

- 1) Go into the applicant's page and click the **"Interviews"** tab.

You will see relevant interview information for this particular candidate and a section titled **"Scheduled Interviews"**.

- 2) Select **"Reschedule"** and a pop up **"Reschedule Interview"** box will appear.

- 3) Select the interview time slot you wish to book the candidate into and then click **"Submit"**.

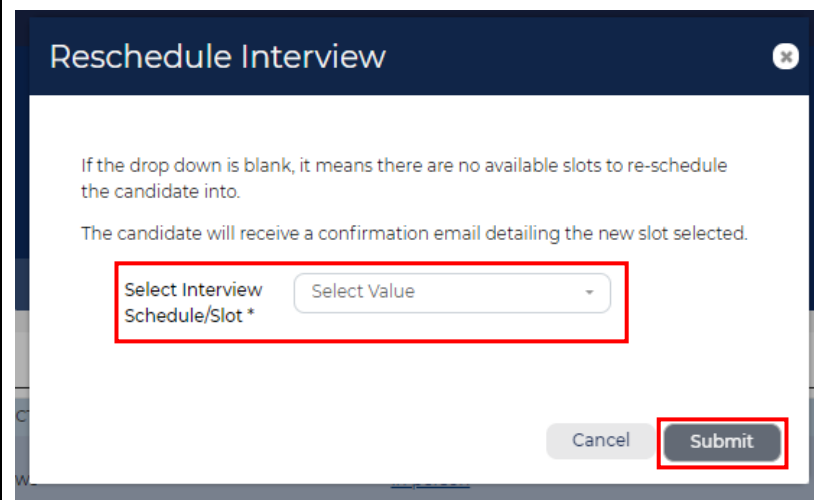
This will send a rescheduled confirmation email to the candidate informing them of the revised details.

Examples/Screenshots



Scheduled Interviews

TITLE	LOCATION	DATE	TIME	
Interview - Interview Manager (1045)	In person, Dept W, E1 4UJ	Dec 8, 2024 (Europe/London)	09:00 - 09:20	View Interview Re-schedule Remove Booking (No status change)



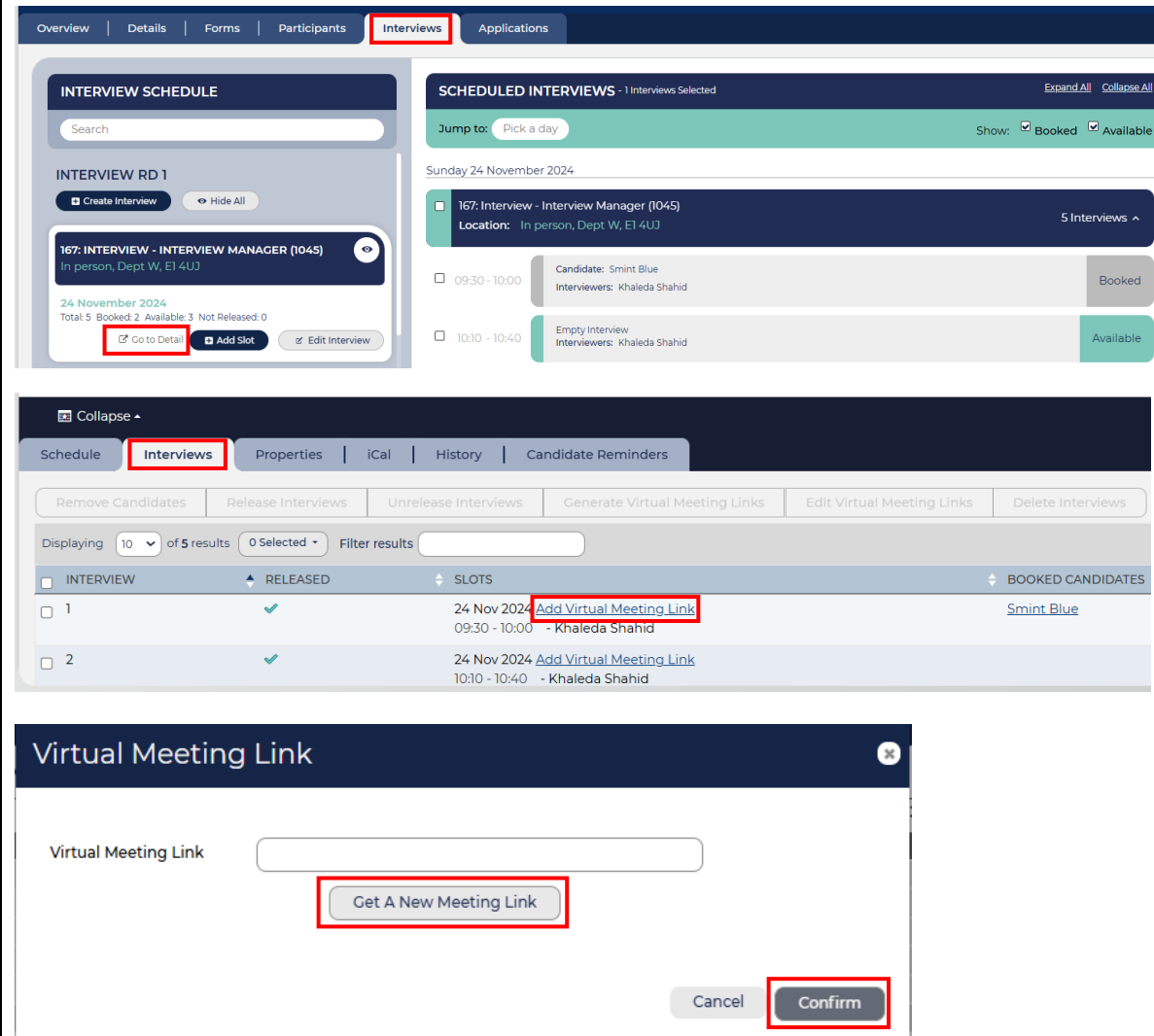
How to change an interview from in-person to virtual

Step/Action

Note: If the interview invites have already been sent out and you choose to change an in-person interview to virtual, whether the slot is booked or not, you must inform the candidate. This can be done in system.

- 1) Go to the “**Interviews**” tab on the Opportunity page.
- 2) Select “**Go to Detail**” in the interview schedule box. This will take you to the “**Interview Schedule**” screen.
- 3) Towards the middle/bottom of the screen, select the “**Interviews**” tab.
- 4) Select “**Add Virtual Meeting Link**” for the required slot.
- 5) A pop-up box will appear. Select “**Get A New Meeting Link**”. Once the meeting link is generated, click “**Confirm**”.

Example/Screenshot



The screenshot displays the 'Interviews' tab in the system. The top navigation bar includes 'Overview', 'Details', 'Forms', 'Participants', 'Interviews' (highlighted), and 'Applications'. The main content area is divided into two sections: 'INTERVIEW SCHEDULE' on the left and 'SCHEDULED INTERVIEWS' on the right.

In the 'INTERVIEW SCHEDULE' section, there is a search bar and a list of interviews. The first interview is '167: INTERVIEW - INTERVIEW MANAGER (1045)' with a location of 'In person, Dept W, E1 4UJ'. Below the interview details, there is a 'Go to Detail' button (highlighted with a red box) and an 'Add Slot' button.

The 'SCHEDULED INTERVIEWS' section shows a list of interviews for 'Sunday 24 November 2024'. The first interview is '167: Interview - Interview Manager (1045)' with a location of 'In person, Dept W, E1 4UJ'. Below the interview details, there is a table of slots. The first slot is '09:30 - 10:00' with a candidate 'Smint Blue' and interviewers 'Khaleda Shahid'. The second slot is '10:10 - 10:40' with an 'Empty Interview' and interviewers 'Khaleda Shahid'. The 'Add Virtual Meeting Link' button is highlighted with a red box.

Below the 'SCHEDULED INTERVIEWS' section, there is a 'Virtual Meeting Link' pop-up box. The box contains a text input field for the 'Virtual Meeting Link' and a 'Get A New Meeting Link' button (highlighted with a red box). At the bottom of the box, there are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button highlighted with a red box.

If there are multiple slots that require amendments, you can select all or the individual slots required. then select “[Generate Virtual Meeting Links](#)”

Once the links have been generated, the text will change from “[Add Virtual Meeting Link](#)” to “[Virtual Meeting Link \(Update Link\)](#)”.

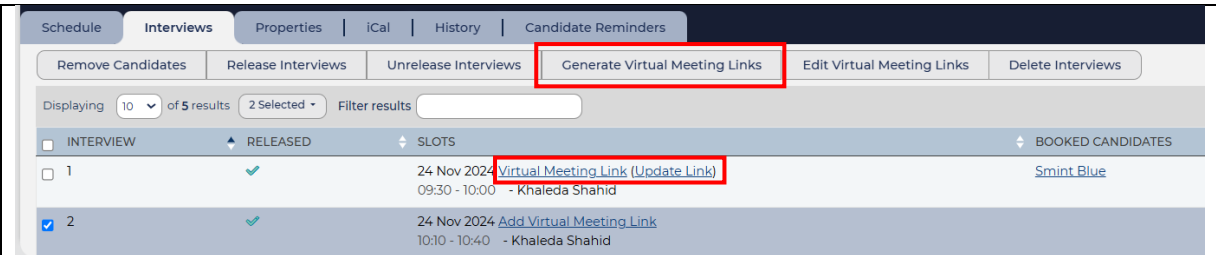
- 6) Click “[Send calendar update to Interviewer\(s\)](#)” in the top banner to update the interview panelists. Then click “[OK](#)”.

Note: The Teams link takes time to update in your calendar. If a candidate has booked into a slot, the link will update instantly.

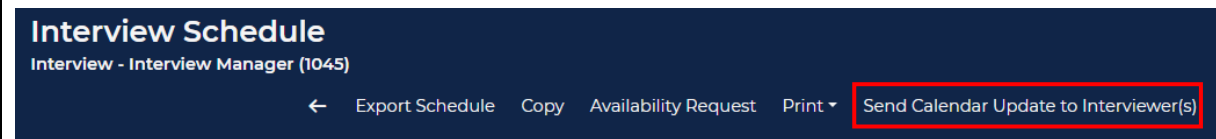
- 7) To notify the candidates of this change, go to the “[Applications](#)” tab on the Opportunity page and click “[View All](#)”.

- 8) Select the individual(s) you wish to notify of the interview change.

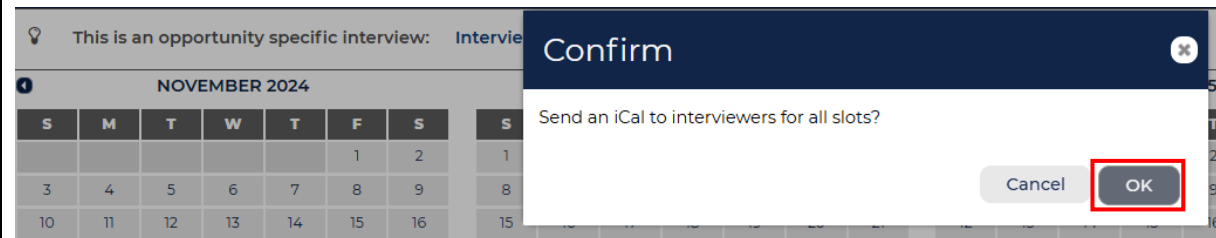
- 9) Click “[Communication](#)”, “[Send Email](#)” in the top banner.



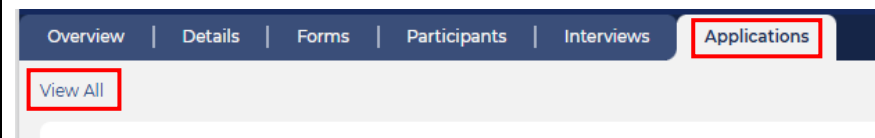
The screenshot shows the 'Interviews' tab in the Interview Manager. The 'Generate Virtual Meeting Links' button is highlighted in red. Below it, a table lists interview slots with columns for 'INTERVIEW', 'RELEASED', 'SLOTS', and 'BOOKED CANDIDATES'. Two slots are selected, and the 'Virtual Meeting Link (Update Link)' is visible for the second slot.



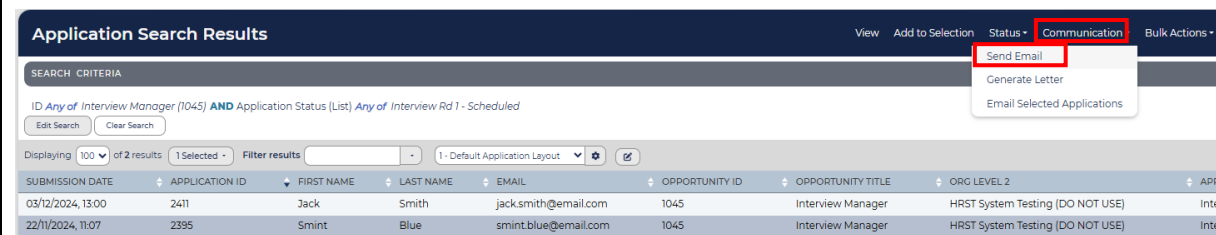
The screenshot shows the 'Interview Schedule' for 'Interview - Interview Manager (1045)'. The 'Send Calendar Update to Interviewer(s)' button is highlighted in red. Other buttons like 'Export Schedule', 'Copy', 'Availability Request', and 'Print' are also visible.



The screenshot shows a 'Confirm' dialog box with the text 'Send an iCal to interviewers for all slots?'. The 'OK' button is highlighted in red. A calendar for November 2024 is visible in the background.



The screenshot shows the 'Applications' tab in the Interview Manager. The 'View All' button is highlighted in red.



The screenshot shows the 'Application Search Results' page. The 'Send Email' button in the 'Communication' dropdown menu is highlighted in red. The page displays a table of application search results with columns for 'SUBMISSION DATE', 'APPLICATION ID', 'FIRST NAME', 'LAST NAME', 'EMAIL', 'OPPORTUNITY ID', 'OPPORTUNITY TITLE', and 'ORG LEVEL 2'.

10) A pop-up box will appear, type “Blank” in the “**Select Template**” field and select “**Blank Template (Candidate)**”. Then click “**Submit**”.

This will launch a blank email template for you to compose and send to the candidate.

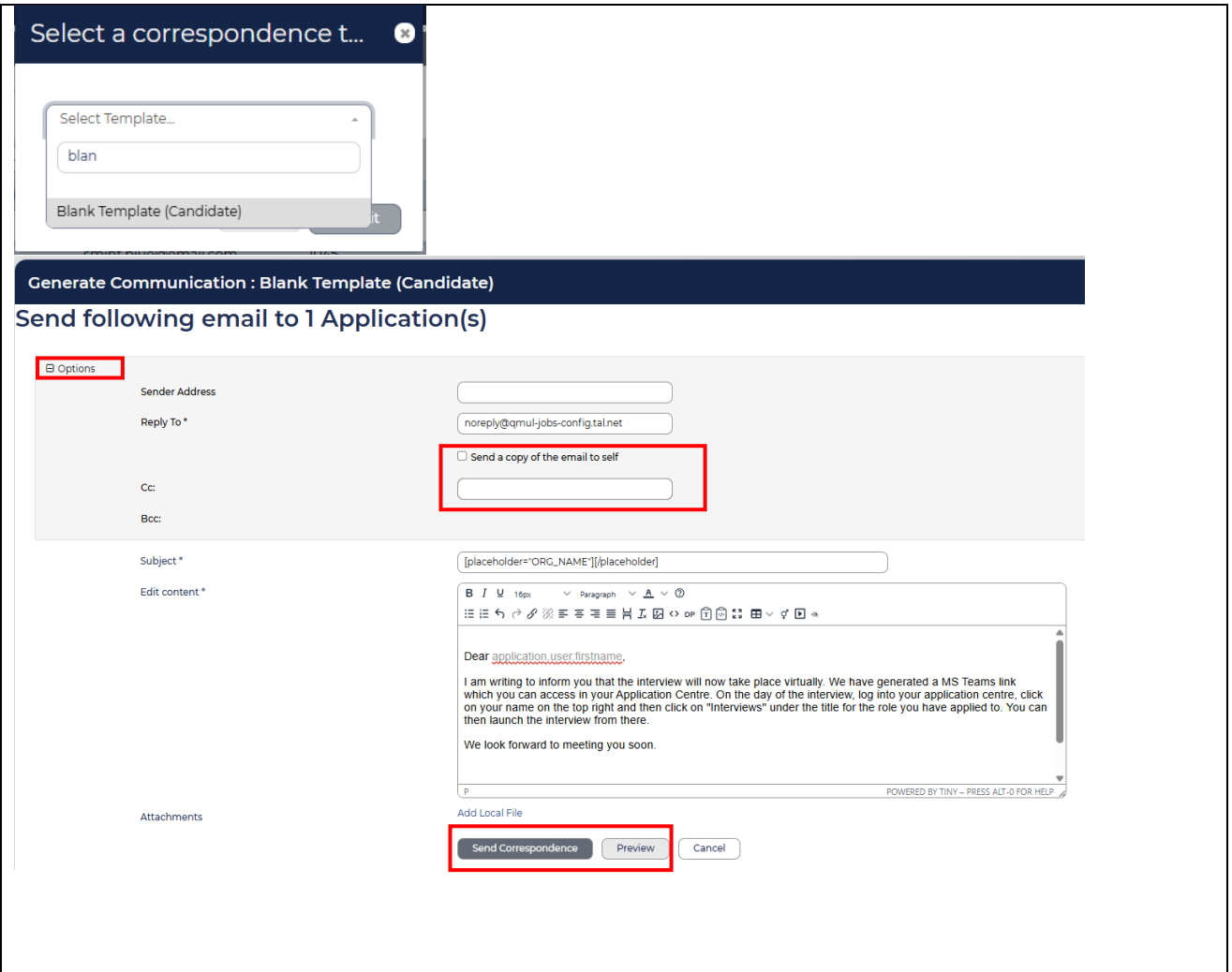
11) Compose the email.

You can expand “**Options**” to view and click the option to cc yourself or others into the email.

You can amend the subject line if you wish. Avoid amending anything in grey in the body of the email, as these auto populate relevant information from the Opportunity or Application.

12) Use the “**Preview**” button to view the email before sending as there is no option to recall an email once it has been sent in Oleo. Therefore, ensure the email body is correct and appropriate before clicking the “**Send Correspondence**” button.

You can view the correspondence on the right of the “**Summary**” tab of the candidate’s Application page under “**Communication**”.



The screenshot shows the Oleo system interface for sending a blank email template to a candidate. The interface is divided into two main sections: a left sidebar and a main content area.

Left Sidebar:

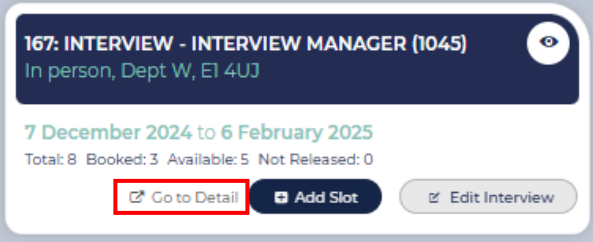
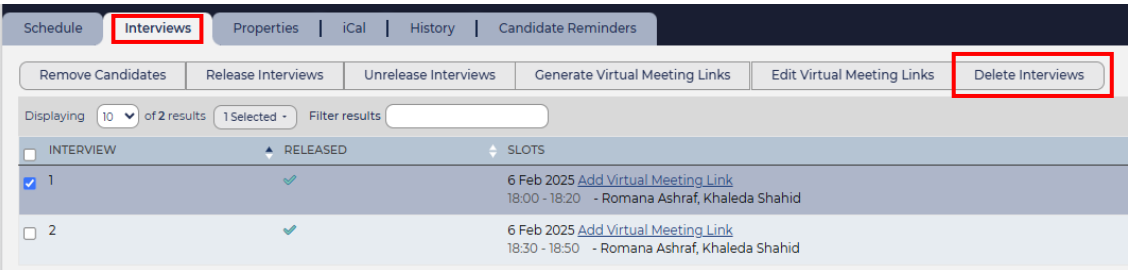
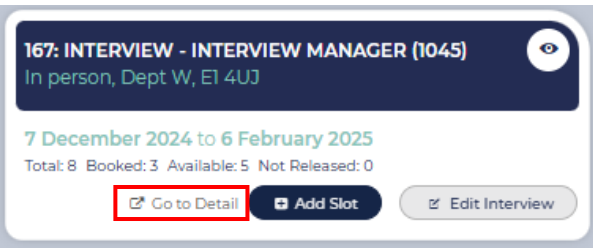
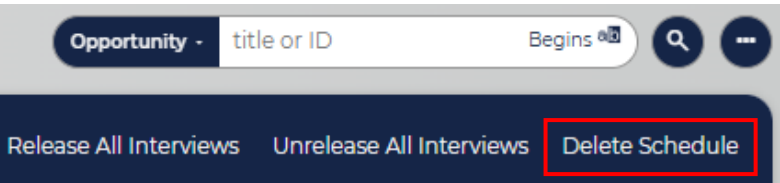
- Select a correspondence t...** (Dropdown menu)
- Select Template...** (Dropdown menu)
- blan** (Selected template)
- Blank Template (Candidate)** (Selected template)

Main Content Area:

- Generate Communication : Blank Template (Candidate)** (Section header)
- Send following email to 1 Application(s)** (Section header)
- Options** (Tab)
- Sender Address** (Text field)
- Reply To *** (Text field: noreply@qmul-jobs-config.tal.net)
- Cc:** (Text field)
- Bcc:** (Text field)
- Subject *** (Text field: [placeholder="ORG_NAME"]placeholder)
- Edit content *** (Text area)
- Attachments** (Text field)
- Send a copy of the email to self** (Checkbox, highlighted with a red box)
- Dear application user firstname.** (Text)
- I am writing to inform you that the interview will now take place virtually. We have generated a MS Teams link which you can access in your Application Centre. On the day of the interview, log into your application centre, click on your name on the top right and then click on "Interviews" under the title for the role you have applied to. You can then launch the interview from there.** (Text)
- We look forward to meeting you soon.** (Text)
- POWERED BY TINY - PRESS ALT-0 FOR HELP** (Text)
- Add Local File** (Text)
- Send Correspondence** (Button, highlighted with a red box)
- Preview** (Button, highlighted with a red box)
- Cancel** (Button)

Important Note: There is no option to change a virtual interview to an in-person interview on Oleo. Even if you remove the link, this may still be visible in the candidate’s Application Centre. Therefore, if you set up a virtual interview schedule/slot(s), and subsequently, it is agreed to interview some candidates in person, the change will need to be communicated and managed outside of Oleo.

How to delete slots and the interview schedule

Step/Action	Example/Screenshot
Deleting slots Note: You cannot delete slots if they have been booked by a candidate. - Go to the “Interviews” tab on the Opportunity page and select “Go to Detail” in the interview schedule box. - Under the “Interviews” tab on the Interview Schedule screen, tick the slots you wish to delete. - Select “Delete Interviews” and confirm the action.	   
Deleting the interview schedule Note: You cannot delete the interview schedule if there are slots added to the schedule. Therefore if you wish to delete the interview schedule, ensure you remove the interview slots first following steps 1-3 above before moving to step 2 below. - Go to the “Interviews” tab on the Opportunity page and select “Go to Detail” in the interview schedule box. - On the top right of the Interview Schedule screen, select “Delete Schedule”. - Click “Delete”.	

Once you have confirmed the action, you will be taken to a screen presenting an error but this is normal as it means that it has worked. When you go back to the interviews tab on the Opportunity, you will see that the schedule has been deleted.