

Schedule Interviews for Candidates

After you have reviewed the applications and moved candidates into the next stage, you are now ready to schedule candidates for interviews. There are two ways to set up interviews: (1) assigning interview times and (2) giving blocks of time and allowing the candidate to self-schedule their interview time. This guide goes over how to assign interview times for candidates. Please refer to the separate guide for the self-scheduling instructions.

This guide will also show how to add members of your hiring team/search committee to steps of the selection process, so they can view and rate applicants.

35 Steps [View most recent version](#) 

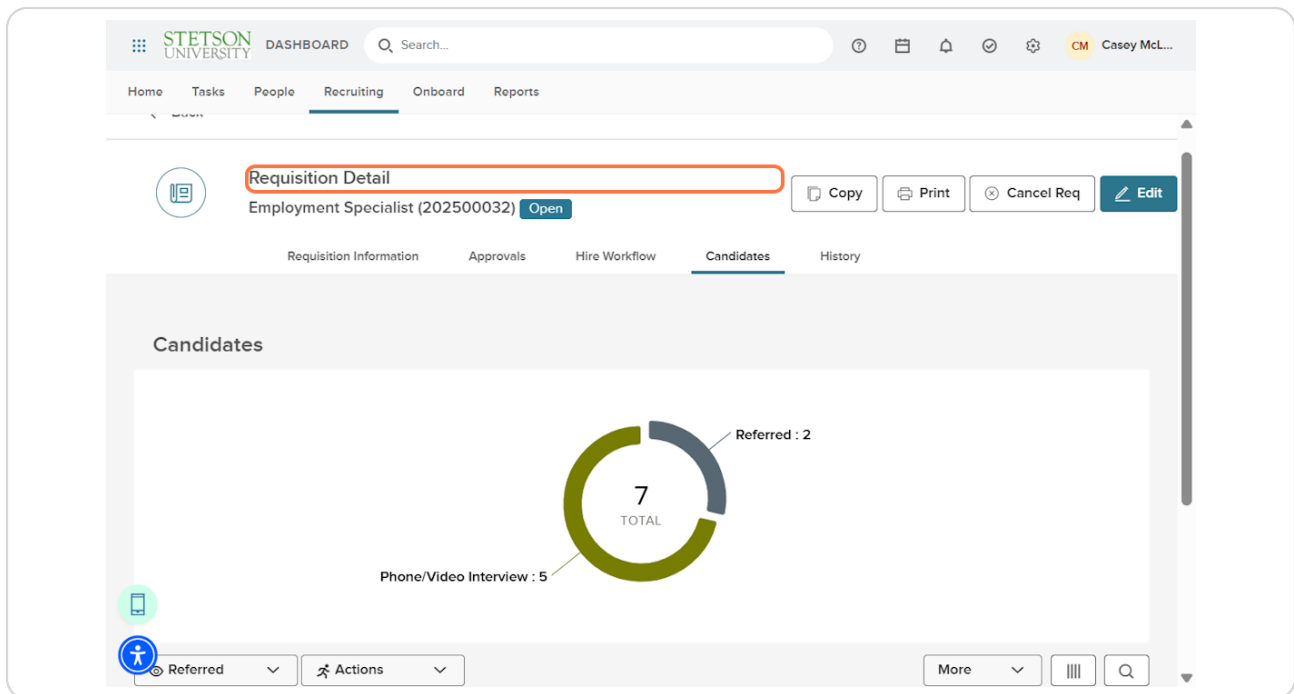
Created by	Creation Date	Last Updated
HR Law	Nov 17, 2025	Nov 19, 2025

Access the NeoEd Dashboard at unified.neoed.com

STEP 1

Start by navigating to the Requisition Detail page for your open position. Refer to the OHC Guide for more information on how to navigate to this page.

In the example below, there are 5 candidates in the Phone/Video Interview stage, which you can see in the pie chart or in the list below, so you are ready to set up Interviews for these candidates.



STEP 2

Click on the Hire Workflow tab. The Hire Workflow is a series of steps through which the applicants travel during the selection process. The default is shown below, but this can be customized.

STETSON UNIVERSITY DASHBOARD Search...

Home Tasks People Recruiting Onboard Reports

Requisition Detail
Employment Specialist (202500032) [Open](#) [Copy](#) [Cancel Req](#) [Edit](#)

Requisition Information Approvals **Hire Workflow** Candidates History

Hire Workflow [Customize Workflow](#)

1	Referred	2 Active	2 Total
2	Phone/Video Interview	5 Unscheduled	5 Total
3	Second Interview (as needed)		0 Total
	Reference Checks		0 Total

STEP 3

Click the Customize Workflow button.

[Open](#) [Copy](#) [Cancel Req](#) [Edit](#)

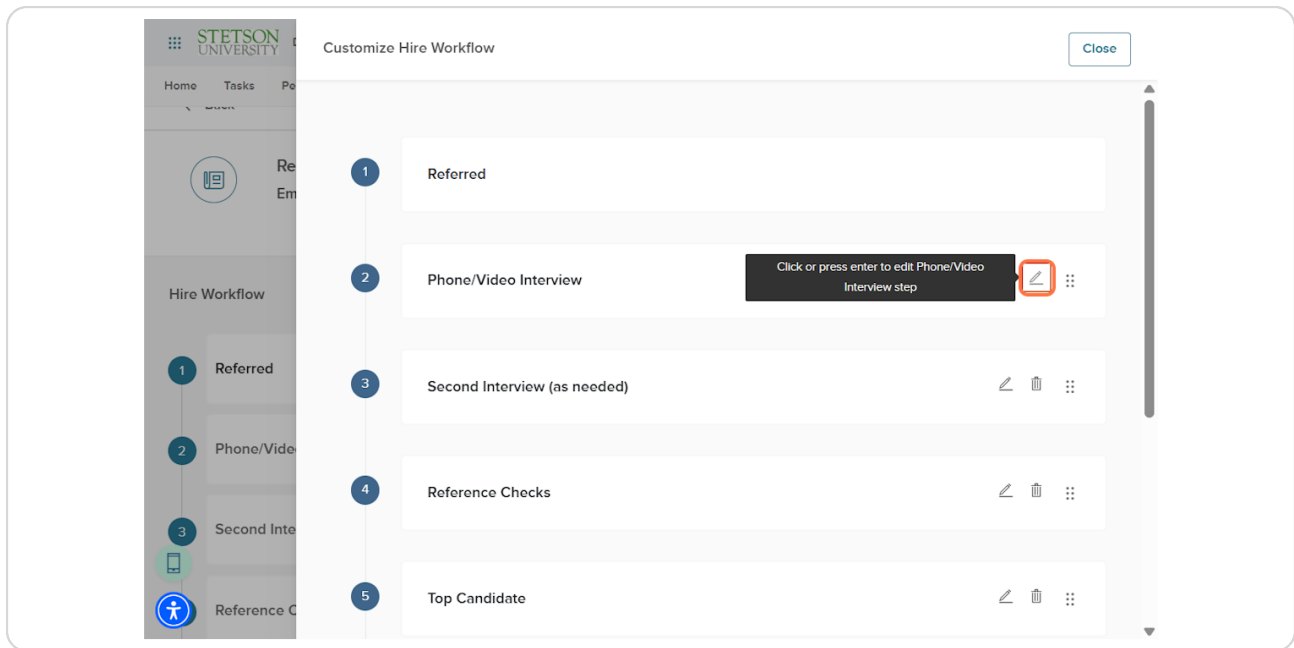
Hire Workflow Candidates History

[Customize Workflow](#)

		2 Active	2 Total
		5 Unscheduled	5 Total
			0 Total

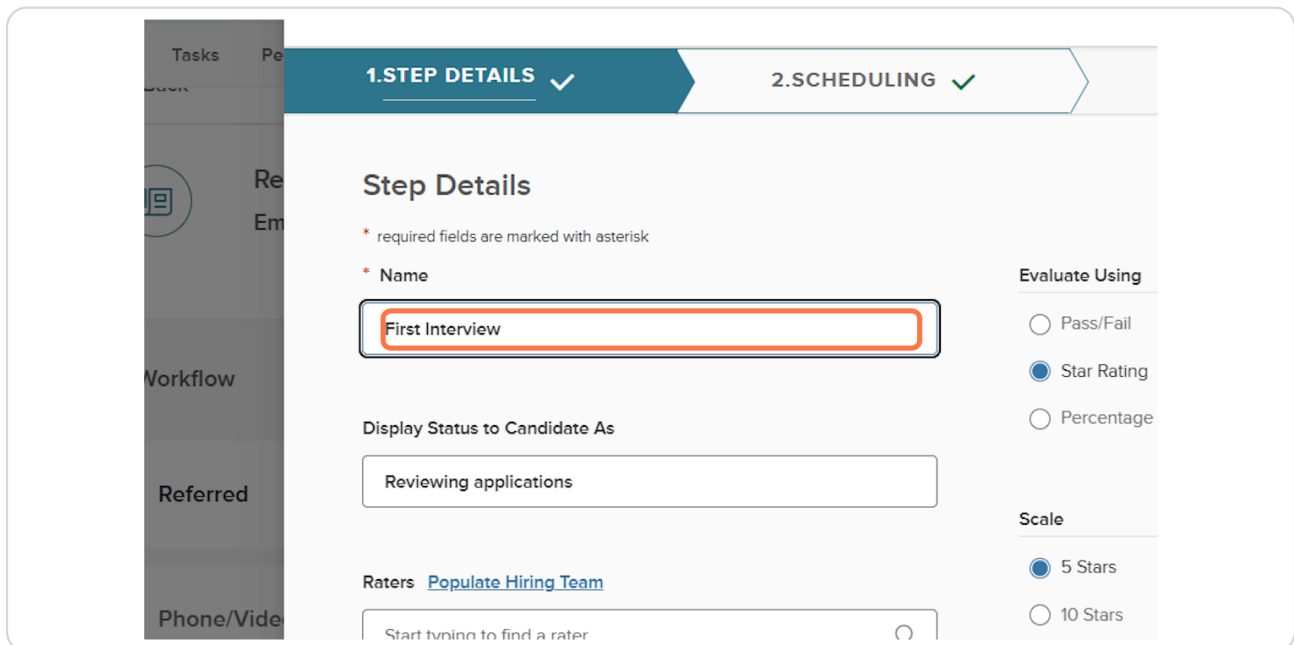
STEP 4

Select the pencil/edit icon next to the interview step you would like to configure.



STEP 5

You can retitle the name of the step if needed.



STEP 6

The interview step is automatically set up with a Star Rating evaluation, but you can adjust these settings to suit your needs and preferences.

The screenshot shows the 'Interview' setup page for Stetson University. The page has a sidebar on the left with a 'Hire Workflow' section containing four steps: 1. Referred, 2. Phone/Video, 3. Second Interview, and 4. Reference Check. The main content area is titled 'Step Details' and includes a progress bar at the top with '1. STEP DETAILS' (active) and '2. SCHEDULING'. The form contains several fields: 'Name' (set to 'First Interview'), 'Display Status to Candidate As' (set to 'Reviewing applications'), 'Raters' (with a link to 'Populate Hiring Team' and a search bar), and a 'Comment' field. On the right side, there is a section for evaluation settings, which is highlighted with an orange box. This section includes 'Evaluate Using' (radio buttons for 'Pass/Fail', 'Star Rating' (selected), and 'Percentage'), 'Scale' (radio buttons for '5 Stars' (selected) and '10 Stars'), and 'Pass Point' (displayed as 3 stars out of 5).

STETSON UNIVERSITY

Interview

Cancel Save & Close Save & Continue

1. STEP DETAILS ✓ 2. SCHEDULING ✓

Step Details

* required fields are marked with asterisk

* Name

First Interview

Display Status to Candidate As

Reviewing applications

Raters [Populate Hiring Team](#)

Start typing to find a rater

Comment

Evaluate Using

☐ Pass/Fail

☒ Star Rating

☐ Percentage

Scale

☒ 5 Stars

☐ 10 Stars

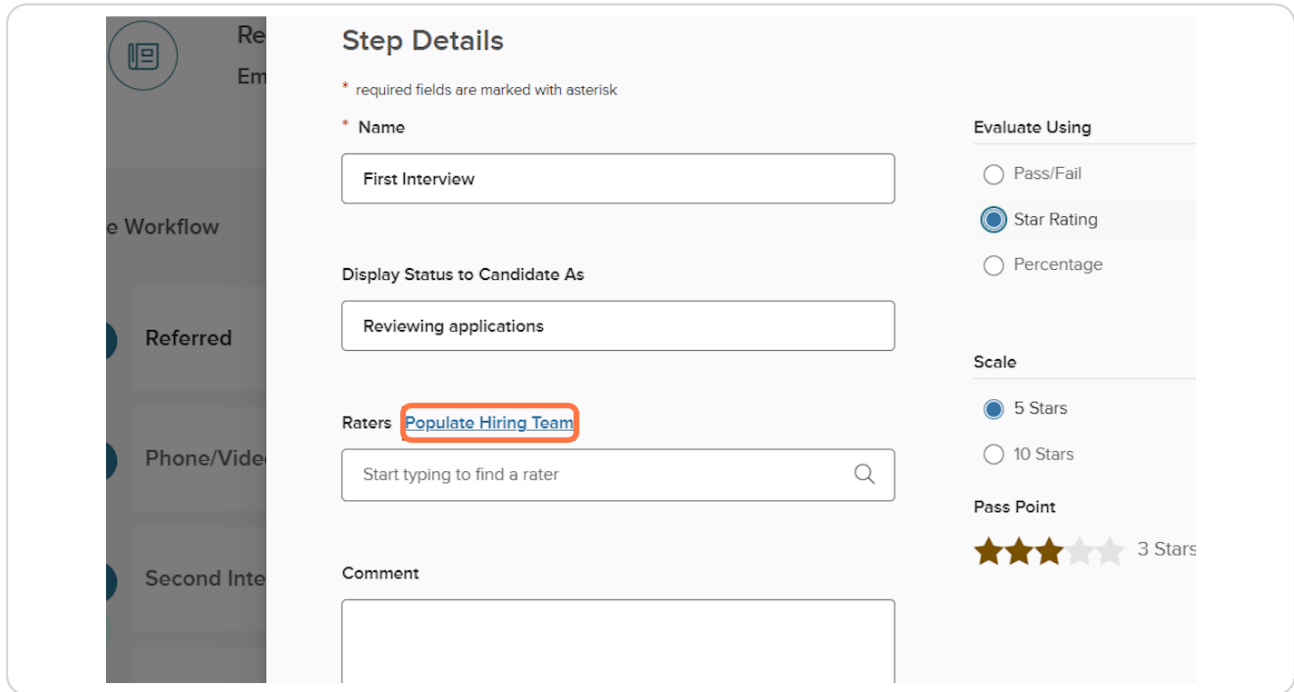
Pass Point

★★★★★ 3 Stars

STEP 7

Next, you will need to add Raters. You can add individual's names. You can also select the Populate Hiring Team button which will pull everyone listed on this field in the Requisition.

Raters are those who would serve on an interview panel or search committee in addition to the Hiring Manager. Only the Hiring Manager/Hiring Team Lead will see the ratings entered by all members of the Hiring Team.



Step Details

* required fields are marked with asterisk

* Name

First Interview

Display Status to Candidate As

Reviewing applications

Raters [Populate Hiring Team](#)

Start typing to find a rater

Comment

Evaluate Using

☐ Pass/Fail

☒ Star Rating

☐ Percentage

Scale

☒ 5 Stars

☐ 10 Stars

Pass Point

★★★★★ 3 Stars

STEP 8

Once finalized, click **Save & Continue**

The screenshot shows the 'Step Details' tab of the 'Interview' setup process. The left sidebar displays a 'Hire Workflow' with steps: 1. Referred, 2. Phone/Video, 3. Second Interview, and 4. Reference Check. The main content area is titled 'Step Details' and includes a 'Name' field with the value 'First Interview'. Below this is a 'Display Status to Candidate As' field with the value 'Reviewing applications'. A 'Raters' section shows a search bar with 'Populate Hiring Team' and two selected raters: 'HiringManager_HR zztest' and 'Rater_ALL zztest'. To the right, there are options for 'Evaluate Using' (Pass/Fail, Star Rating, Percentage) with 'Star Rating' selected, and 'Scale' (5 Stars, 10 Stars) with '5 Stars' selected. A 'Pass Point' section shows a star rating of 3 Stars. At the top right, there are buttons for 'Cancel', 'Save & Close', and 'Save & Continue' (highlighted with a red border). The '2.SCHEDULING' tab is also visible and highlighted.

STEP 9

This will take you to the Scheduling tab. Here, you should select the toggle for **Pre-Configure Interview Slots**

The screenshot shows the 'Appointment Scheduling' tab of the 'Interview' setup process. The left sidebar is the same as in Step 8. The main content area is titled 'Appointment Scheduling' and features a toggle switch for 'Pre-Configure Interview Slots' which is currently set to 'OFF'. Below this, there is a section for '1 Email Confirmation' with a 'Raters' toggle set to 'ON' for 'Send Email Confirmation'. The 'Subject' field contains the text 'Interview Notification - Interview Scheduled'. The 'Body' field contains a template email: 'Dear [Rater], You have been scheduled to interview <Candidate Name> on <Date><Time> at <Location>'. At the top right, there are buttons for 'Cancel' and 'Save & Close'. The '2.SCHEDULING' tab is highlighted with a red border.

STEP 10

In this guide, we are going over how to schedule interview times for candidates, so ensure the toggle is switched to Off for Allow Candidate Self-Scheduling.

The screenshot shows the 'Interview' configuration page for Stetson University. The interface includes a sidebar with navigation options like 'Home', 'Tasks', 'Referred', 'Phone/Video', 'Second Interview', and 'Reference Check'. The main content area is titled 'Interview' and has two tabs: '1.STEP DETAILS' (checked) and '2.SCHEDULING' (active). In the '2.SCHEDULING' tab, under 'Appointment Scheduling', there are two toggle switches. The first, 'Pre-Configure Interview Slots', is turned ON. The second, 'Allow Candidate Self-Scheduling', is highlighted with a red rectangular box and is turned OFF. Below the toggles, a note states '* required fields are marked with asterisk'. The first required field is '1 Select Location(s) *', which contains a search input with the placeholder text 'Start typing to find a location...'. The second required field is '2 Select Available Dates *', which shows a date range from 'Now' to '2025'.

STEP 11

Next, enter Stetson University as the Location. You can provide a more specific location in the email notification to candidates.

The screenshot shows the '1 Select Location(s)' step of a hiring workflow. A sidebar on the left lists steps: Workflow, Referred, Phone/Video, Second Interview, and Reference Check. The main form area has a header with an asterisk indicating required fields. Below the header, a red warning triangle icon and the text 'Field is required' are visible. A search input field contains the text 'stet'. Below the input field, a dropdown menu is open, showing a single result: 'Stetson University (FL) 421 N. Woodland Blvd. , DeLand, Florida 33707'. Below the dropdown, the '2 Select Available Dates' step is visible, showing a calendar for November 2025 with the 1st highlighted.

STEP 12

Select the date(s) you will be scheduling interviews for.

The screenshot shows the '2 SCHEDULING' step of a hiring workflow. A sidebar on the left lists steps: Home, Tasks, Pa, Referred, Em, Hire Workflow, 1 Referred, 2 Phone/Video, 3 Second Interview, and Reference Check. The main form area has a header with 'Interview' and 'Cancel' and 'Save & Close' buttons. Below the header, a progress bar shows '1.STEP DETAILS' and '2.SCHEDULING'. The '2 Select Available Dates' step is visible, showing a calendar for November 2025 with the 17th, 18th, 19th, 20th, and 21st highlighted. To the right of the calendar, there are four date selection buttons: 'November 17, 2025', 'November 18, 2025', 'November 19, 2025', and 'November 20, 2025'.

STEP 13

Adjust the time settings for these dates, including start/end time, interview duration, and time between slots.

The screenshot shows a configuration screen for interview scheduling. At the top, a calendar snippet shows dates 23 through 30. Below this, a section titled '3 Select Times *' is highlighted with an orange border. It contains four dropdown menus: 'Start time' (10:00 AM), 'End Time' (03:00 PM), 'Duration' (01:00), and 'Time Between Slots' (00:15). Below these is the text 'Eastern Time (US & Canada)'. Further down, a section titled '4 Self Schedule Deadline' shows a date input field with '11/17/2025' and a calendar icon.

STEP 14

Add any Break times as needed, such as time for lunch.

The screenshot shows the 'Add Breaks' screen in the Stetson University hiring system. The top navigation bar includes 'Interview', 'Cancel', and 'Save & Close'. Below this, a progress bar shows '1.STEP DETAILS' and '2.SCHEDULING'. The 'Self Schedule Deadline' is set to 11/18/2025. The '5 Add Breaks' section is highlighted with an orange border. It has two input fields: 'Starts' (Select break start time) and 'Ends' (Select break end time). Below these is a table of interview slots:

Time	Slot
10 AM	10:00 AM - 11:00 AM Slot 1
11 AM	11:15 AM - 12:15 PM Slot 2
12 PM	12:30 PM - 1:30 PM Slot 3
1 PM	
2 PM	1:45 PM - 2:45 PM Slot 4

STEP 15

Ensure the Email Confirmations are On, so the search committee is notified when an interview is scheduled.

The screenshot shows the 'Email Confirmation' section of the hiring workflow. At the top, there is a time slot selector with '2 PM' and '1:45 PM - 2:45 PM Slot 4'. Below this is a toggle switch for 'Send Email Confirmation', which is currently turned 'ON'. The 'Subject' field is set to 'Interview Notification - Interview Scheduled'. The 'Body' field contains the text: 'Dear [Rater], You have been scheduled to interview <Candidate Name> on <Date><Time> at <Location>'. The entire 'Email Confirmation' section is highlighted with an orange border.

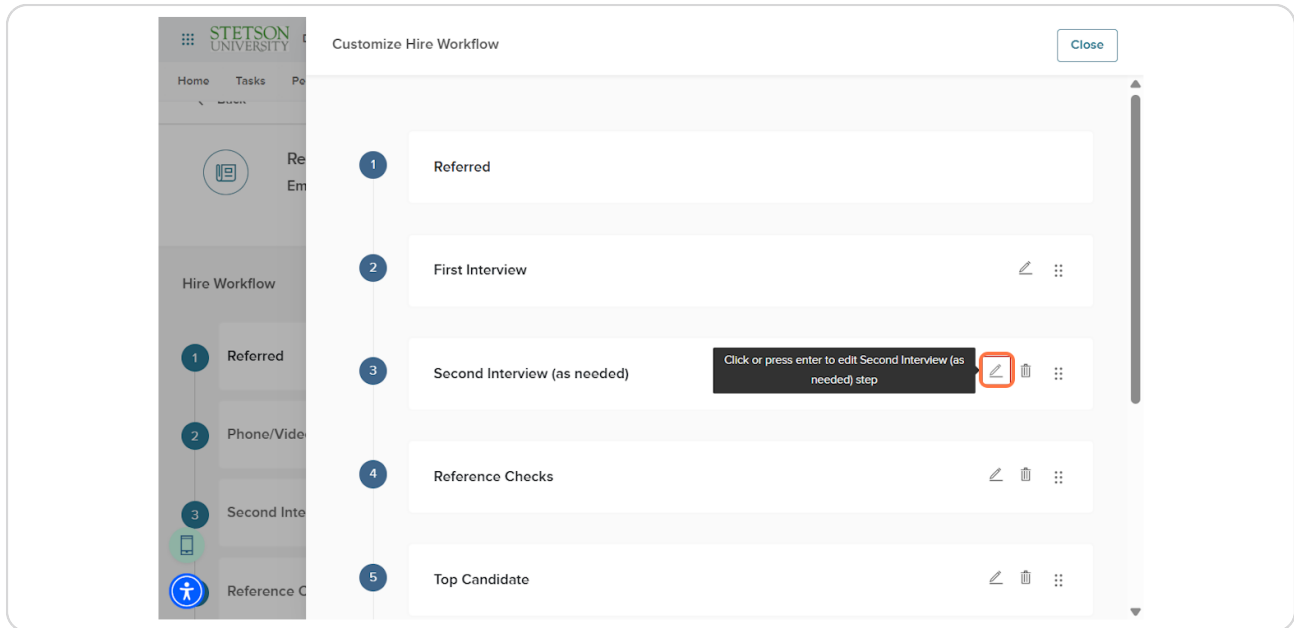
STEP 16

Once finalized, click Save & Close

The screenshot shows the Stetson University hiring workflow interface. On the left is a sidebar with a 'Hire Workflow' section containing steps: 1. Referred, 2. Phone/Video, 3. Second Interview, and Reference Check. The main area shows the '2.SCHEDULING' step, which is highlighted in blue. At the top right of the main area, there are 'Cancel' and 'Save & Close' buttons. The 'Save & Close' button is highlighted with a red border. The 'Email Confirmation' section is visible below the scheduling section, showing the same settings as in Step 15.

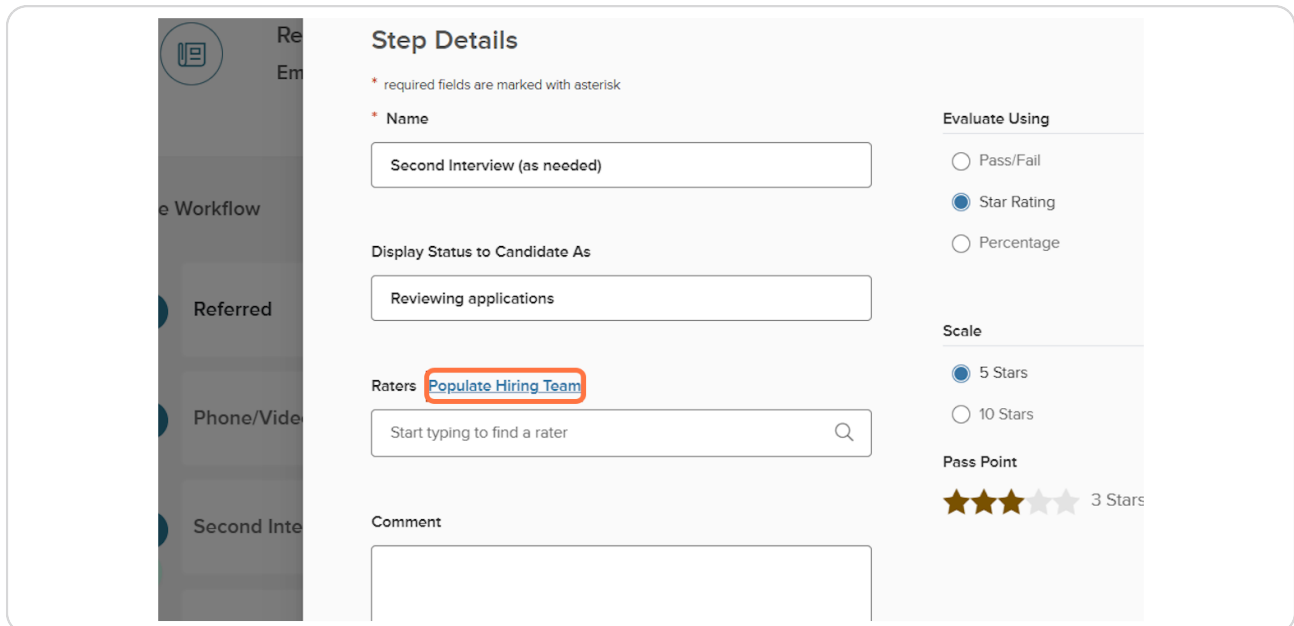
STEP 17

You will want to complete these steps for each interview stage as needed.



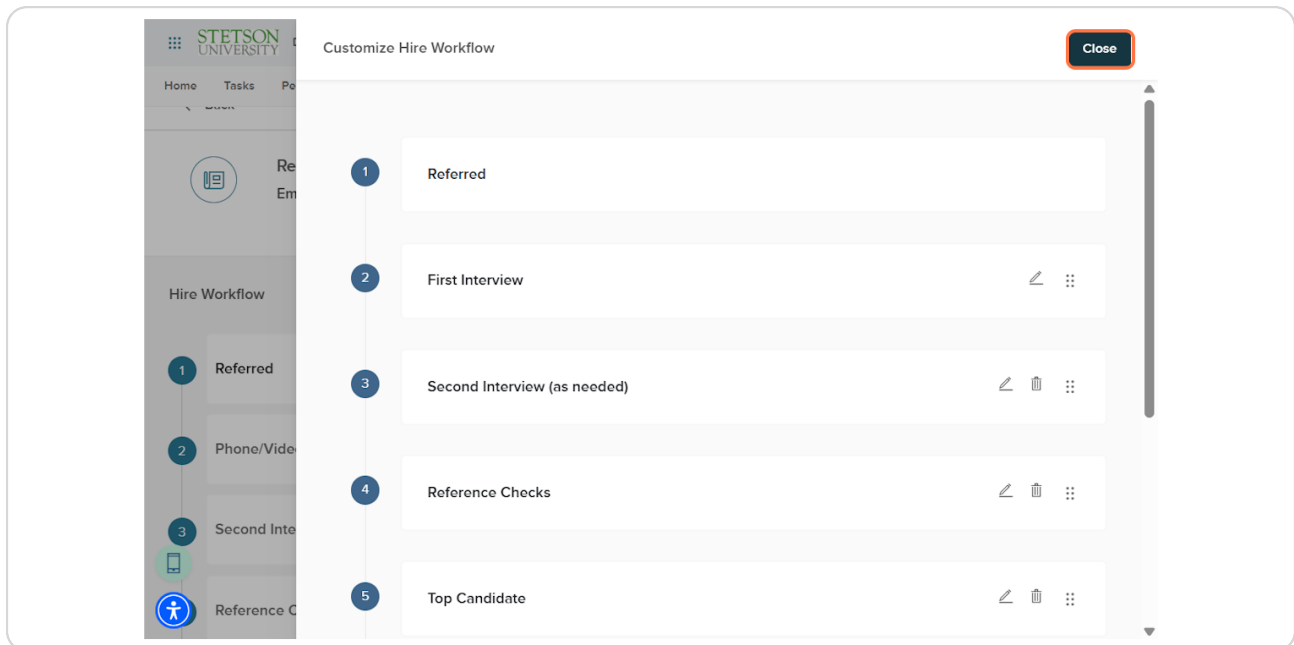
STEP 18

This includes Populating the Hiring Team in each step as needed. The other members of the hiring team will not be able to view the candidates at this step if they have not been added.



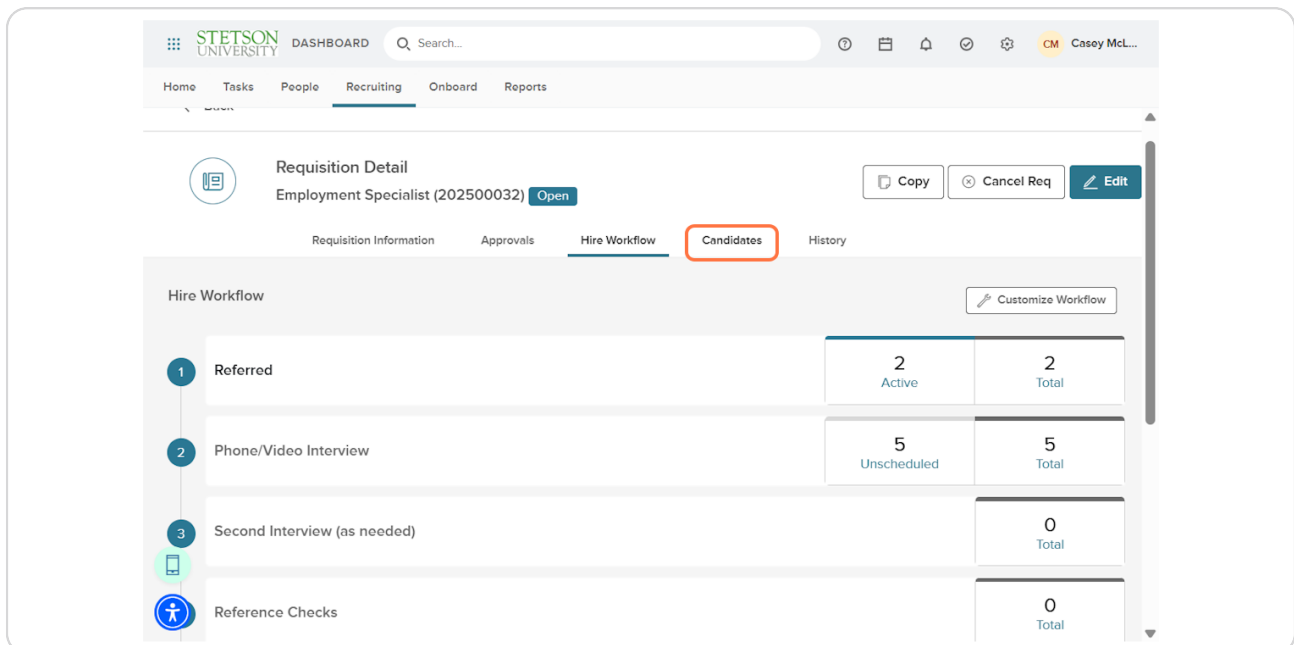
STEP 19

Once all have been edited, click Close to exit out of editing the Hire Workflow.



STEP 20

Next, we need to schedule an interview time for each candidate. Start by going back to the Candidates tab.



STEP 21

Navigate to the candidates moved to the interview stage by selecting that section of the pie chart or selecting it from the drop down.

The screenshot shows the Stetson University Dashboard with the 'Candidates' section selected. A pie chart indicates 7 total candidates, with 5 in the 'First Interview' stage and 2 'Referred'. Below the chart, a dropdown menu is set to 'Referred', which is highlighted with a red box. The table below lists three candidates, all with a 'First Interview' status and 'Unscheduled' interview.

Name	Emplo...	Action...	Notices	Current Employee	Phone	E-References	Status
Test, Monday		11/17/2025	—	No	386-822-8759	N/A	First Interview Unscheduled
Test, Tuesday		11/17/2025	—			N/A	First Interview Unscheduled
Test, Wednesday		11/17/2025	—			N/A	First Interview Unscheduled

STEP 22

To schedule an interview for a candidate, click the Unscheduled button next to one of the candidates.

The screenshot shows the Stetson University Dashboard with the 'Candidates' section selected. A pie chart indicates 5 candidates in the 'First Interview' stage. Below the chart, a dropdown menu is set to 'First Interview'. The table below lists five candidates, all with a 'First Interview' status. The 'Unscheduled' button for the first candidate is highlighted with a red box.

Name	Emplo...	Action...	Notices	Current Employee	Phone	E-References	Status
Test, Monday		11/17/2025	✉	No	386-822-8759	N/A	First Interview Scheduled for 1 First Interview - Unscheduled First Interview Unscheduled
Test, Tuesday		11/17/2025	—			N/A	First Interview Unscheduled
Test, Wednesday		11/17/2025	—			N/A	First Interview Unscheduled
Test, Thursday		11/17/2025	—			N/A	First Interview Unscheduled
Test, Friday		11/17/2025	—			N/A	First Interview Unscheduled

STEP 23

Select Stetson University as the Interview Location. You can provide a more specific location in the email notification to candidates.

The screenshot shows a 'Schedule Interview' modal. At the top, there are buttons for 'Schedule Interview', 'Cancel', and 'Schedule'. Below these, the 'Interview Location' is set to 'Stetson University - 421 N. Woodland Blvd. , DeLand, Florida 33707'. The modal is overlaid on a background showing a table with columns for 'Current Employee' and 'Phone'.

STEP 24

Chose one of the options from the available time slots that you configured in previous steps.

The screenshot shows the 'Schedule Interview' modal with the 'First Interview' dropdown menu open. The dropdown menu displays a list of time slots for the interview. The selected time slot is '12:30 PM' on Thursday, November 20, 2025. The modal is overlaid on a background showing a table with columns for 'Name', 'Emplo...', 'Action...', 'Notices', and 'Current Employee'.

STEP 25

Then, click Schedule

Schedule Interview Cancel **Schedule**

Stetson University - 421 N...

* required fields are marked with asterisk

MONDAY, NOVEMBER 17, 2025

10:00 AM 11:15 AM 12:30 PM 1:45 PM

TUESDAY, NOVEMBER 18, 2025

10:00 AM 11:15 AM 12:30 PM 1:45 PM

WEDNESDAY, NOVEMBER 19, 2025

STEP 26

Then, you will complete these steps for all remaining candidates in the interview step.

STETSON UNIVERSITY DASHBOARD Search...

Home Tasks People Recruiting Onboard Reports

First Interview : 5

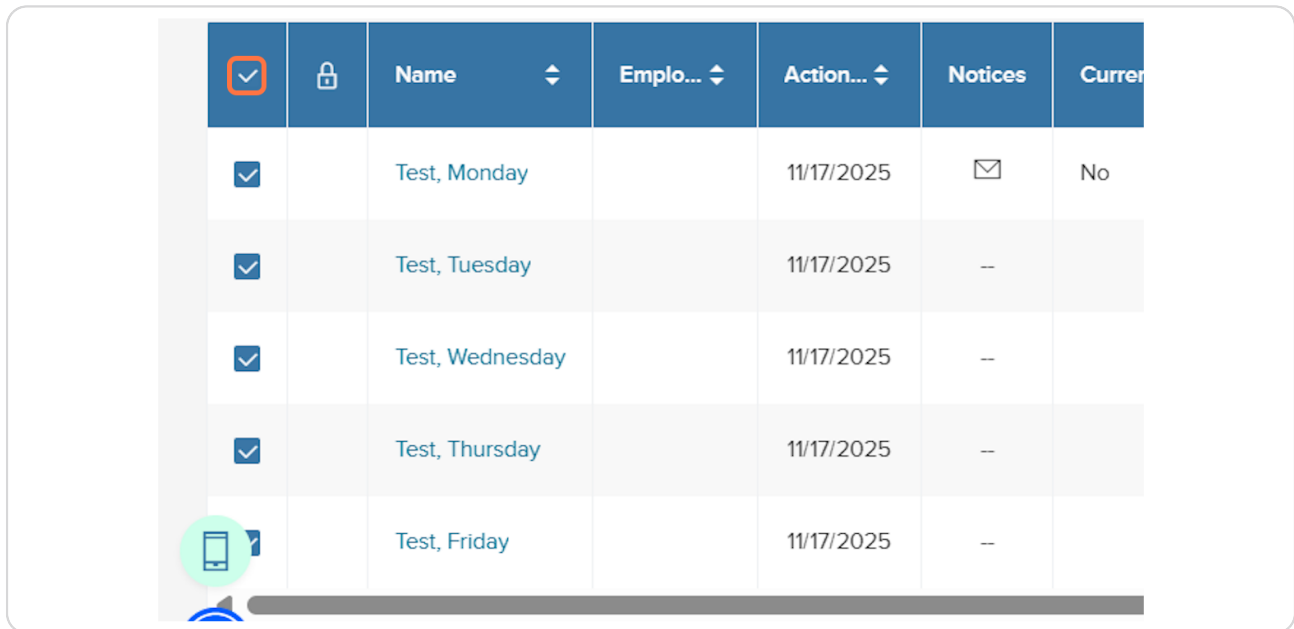
Referred Actions More

Emplo...	Action...	Notices	Current Employee	Phone	E-References	Status	Rating
Monday	11/17/2025	✉	No	386-822-8759	N/A	First Interview Scheduled for 11/19/20...	No Rating
Monday	11/17/2025	--			N/A	First Interview Scheduled for 11/20/20...	No Rating
Tuesday	11/17/2025	--			N/A	First Interview Scheduled for 11/18/20...	No Rating
Thursday	11/17/2025	--			N/A	First Interview - Scheduled for 11/20/2025, 10:00 AM	No Rating
Friday	11/17/2025	--			N/A	First Interview Scheduled for 11/20/20...	No Rating

First Previous 1 Next Last 10 Items per page Showing 1-5 of 5 items

STEP 27

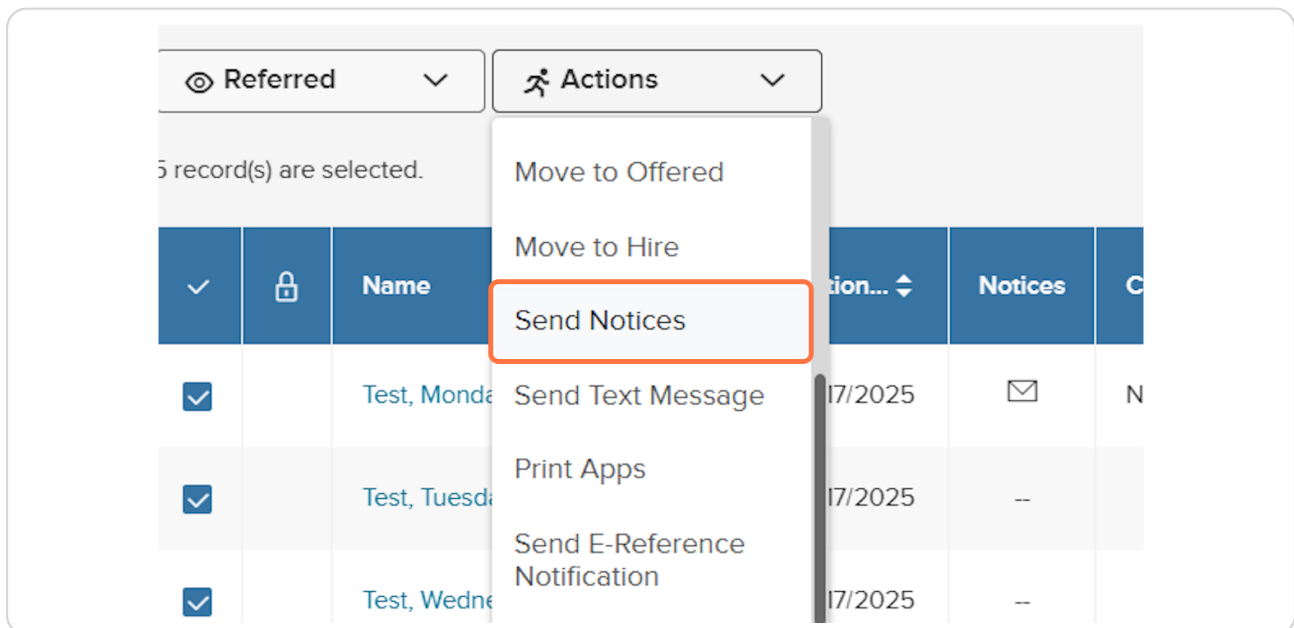
Next, we need to notify the candidates that an interview has been scheduled for them as well as provide the time/location details of the interview. Select all the candidates in the Interview stage.



☒		Name	Emplo...	Action...	Notices	Current
☒		Test, Monday		11/17/2025		No
☒		Test, Tuesday		11/17/2025	--	
☒		Test, Wednesday		11/17/2025	--	
☒		Test, Thursday		11/17/2025	--	
		Test, Friday		11/17/2025	--	

STEP 28

Click on Actions, and then select Send Notices.



Referred	Actions	Name	Action...	Notices	C
☒		Test, Monday	11/17/2025		N
☒		Test, Tuesday	11/17/2025	--	
☒		Test, Wednesday	11/17/2025	--	

STEP 29

Search for and select the template: Interview Confirmation Notice

Test, Monday (Person ID : 65114928) , Test, Tuesday (Person ID : 65138496) , + 3 More

Notice Details

* Required fields are marked with asterisk

* Notice

interview

Name

Interview Confirmation Notice

Invite to Self-Schedule for Interview

STEP 30

Here you can see the Template for the email notification that will be sent out to candidates.

Send Notice

Test, Monday (Person ID : 65114928) , Test, Tuesday (Person ID : 65138496) , + 3 More

Cancel Send

Notice Details

* Required fields are marked with asterisk

* Notice

Interview Confirmation Notice

Notice Preview

Override

Template Sample Candidate

<Today>

<Applicant_FirstName> <Applicant_LastName>

<Applicant_Address> <Applicant_Address2>

<Applicant_City>, <Applicant_State> <Applicant_ZipCode>

Re: <Position_Title>

STEP 31

Click the Sample Candidate button to see an example of the email that will be sent with the candidate's information pulled into the merge fields.

The screenshot shows the 'Send Notice' interface for Stetson University. The left sidebar contains a 'Referred' section with a table of 5 records. The main area is titled 'Send Notice' and shows a list of recipients: 'Test, Monday (Person ID : 65114928)', 'Test, Tuesday (Person ID : 65138496)', and '+ 3 More'. Below this is the 'Notice Details' section. It includes a search bar with 'Interview Confirmation Notice' and a magnifying glass icon. A 'Notice Preview' section shows a sample email template. The 'Template' button is selected, and the 'Sample Candidate' button is highlighted with a red box. The preview text includes: '11/17/2025', 'Monday Test', '123 Main Street', 'DeLand, Florida 32723', 'Re: TEST - DO NOT APPLY - Employment Specialist', and 'Dear Monday,'. An 'Override' button is visible in the top right of the preview area.

STEP 32

If you would like to make an edit to the template or add additional information, go to the Template tab and click the Override button.

The screenshot shows the 'Send Notice' interface with the 'Template' tab selected. The 'Override' button is highlighted with a red box. The 'Notice Preview' section displays a list of merge fields: '<Today>', '<Applicant_FirstName> <Applicant_LastName>', '<Applicant_Address1> <Applicant_Address2>', '<Applicant_City>, <Applicant_State> <Applicant_ZipCode>', and 'Re: <Position_Title>'. The 'Sample Candidate' button is also visible.

For example, this is where you can add information on the specific location where the interview will be held.

STEP 34

The screenshot shows the top right corner of the application window. A dark green button with the word "Save" in white text is highlighted with a red rectangular border. To its left is a standard "Cancel" button. Below these buttons, a vertical scrollbar is visible on the right side of the window.

STEP 35

When ready, click **Send** to send the email notice to all selected candidates. Now, all that's left is for both the hiring managers and candidates to prepare for the interview!

The screenshot shows a web application interface for Stetson University. On the left, a sidebar contains a navigation menu with 'Home', 'Tasks', and 'People'. Below this is a table of candidates with columns for 'Name', 'Status', and 'Action'. Five records are selected, indicated by blue checkmarks. A 'Send Notice' dialog box is open in the center. The dialog has a title 'Send Notice' and a subtitle 'Test, Monday (Person ID : 65114928) , Test, Tuesday (Person ID : 65138496) , + 3 More'. It features a 'Notice' section with a dropdown menu set to 'Interview Confirmation Notice'. Below this is a 'Notice Preview' section with a 'Template' button and a 'Sample Candidate' button. The preview shows a placeholder for an email template with fields like '<Today>', '<Applicant_FirstName> <Applicant_LastName>', '<Applicant_Address1> <Applicant_Address2>', '<Applicant_City>, <Applicant_State> <Applicant_ZipCode>', 'Re: <Position_Title>', and 'Dear <Applicant_FirstName>,'. An 'Override' button is also present. On the right side of the dialog, there are 'Cancel' and 'Send' buttons. The 'Send' button is highlighted with a red border.