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

NeoEd Dashboard

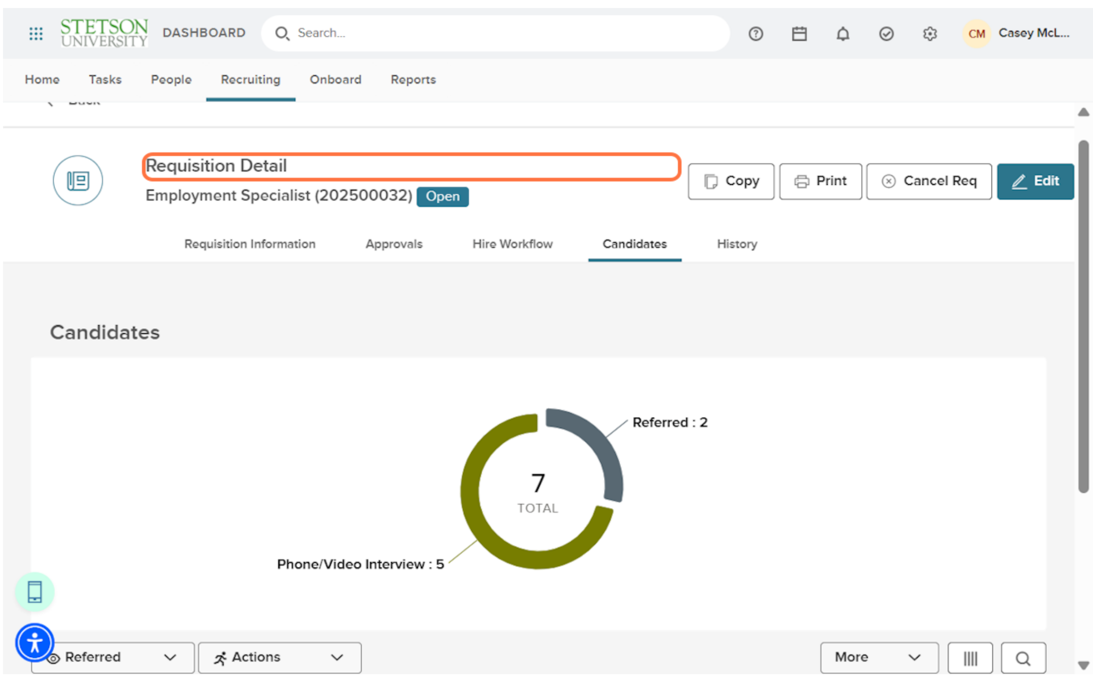
35 Steps

Access the NeoEd Dashboard at unified.neoed.com

STEP 1

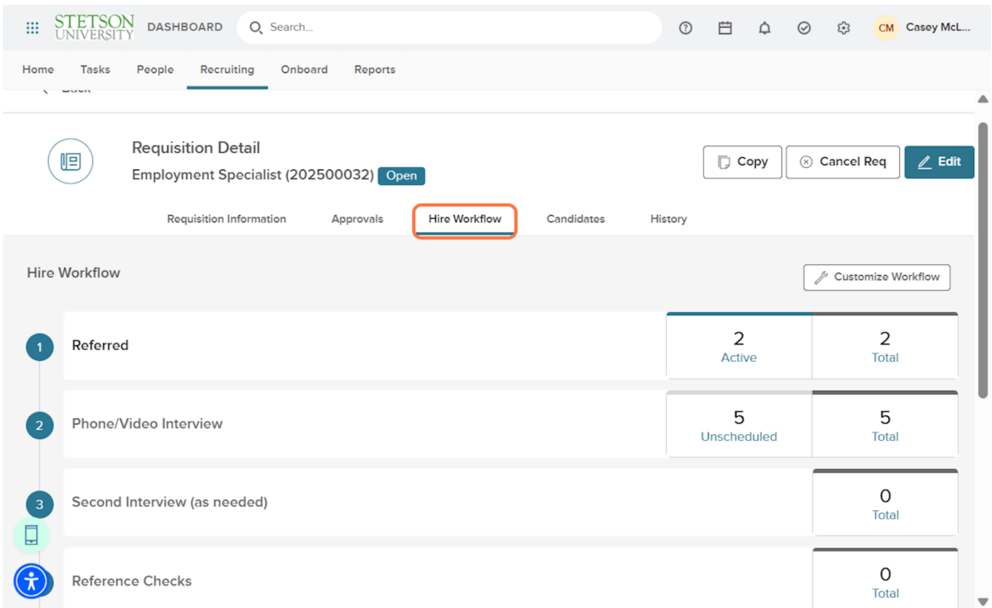
Start by navigating to the Requisition Detail page for your open position. Refer to the OHC Guide for more information on how to navigate to this page.

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.



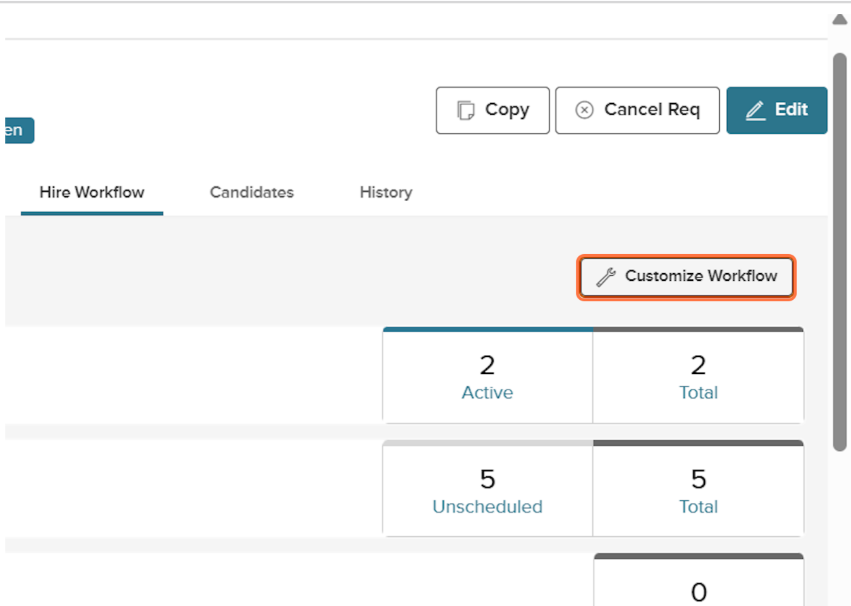
STEP 2

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.



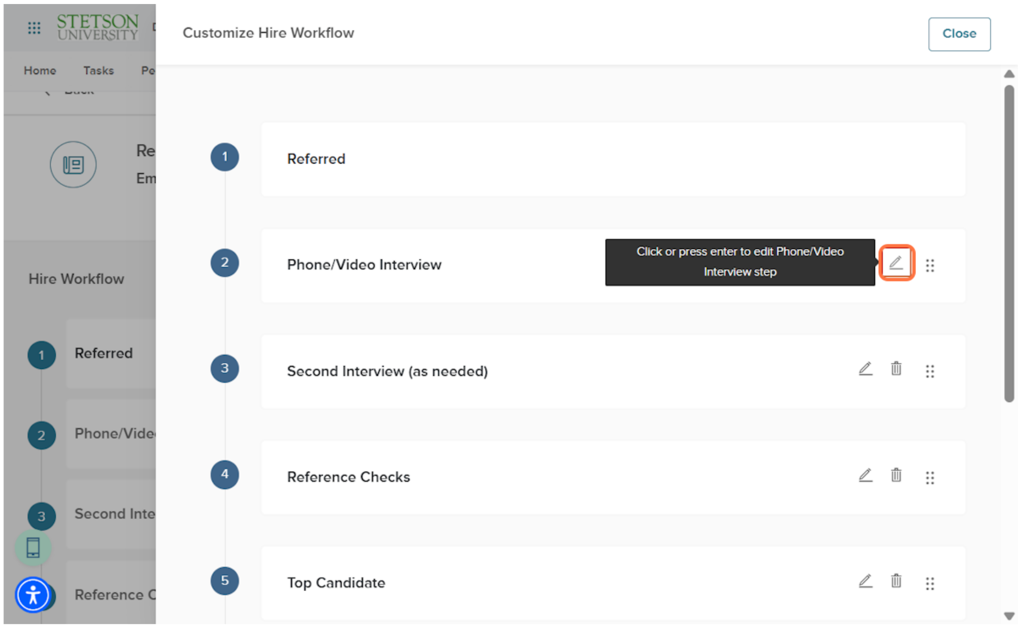
STEP 3

Click the Customize Workflow button.



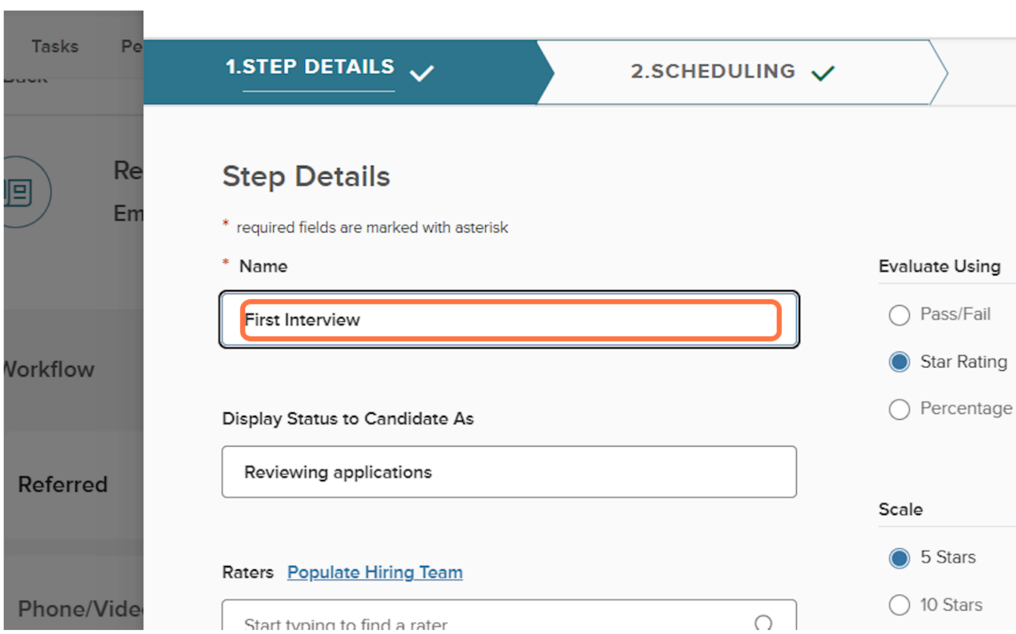
STEP 4

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



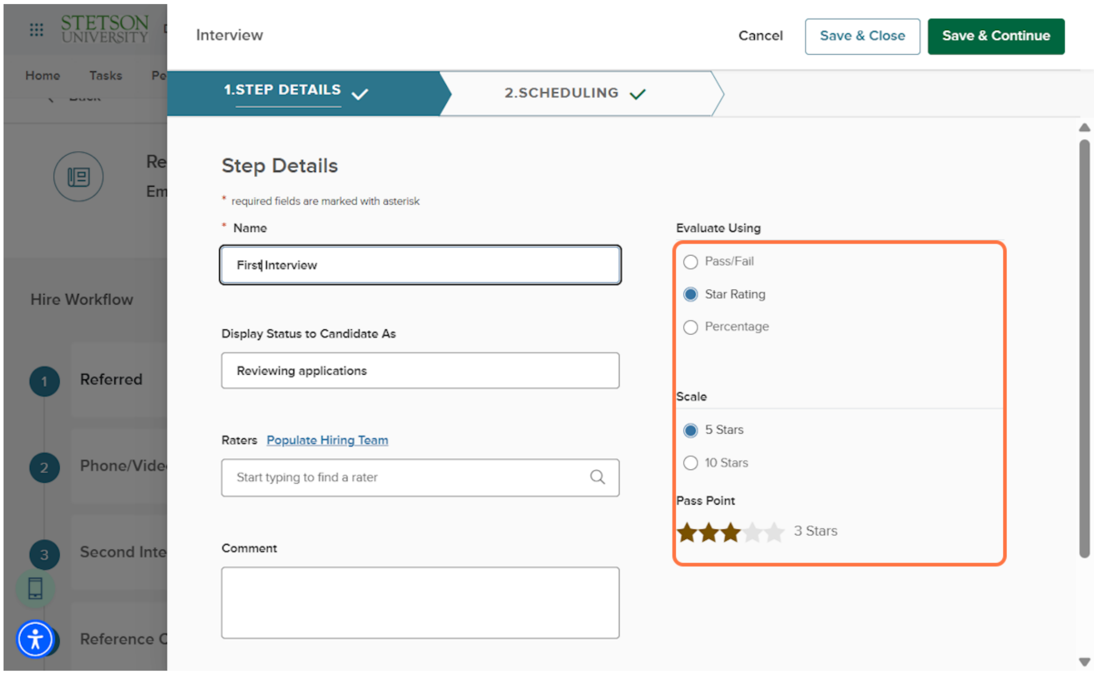
STEP 5

You can retitle the name of the step if needed.



STEP 6

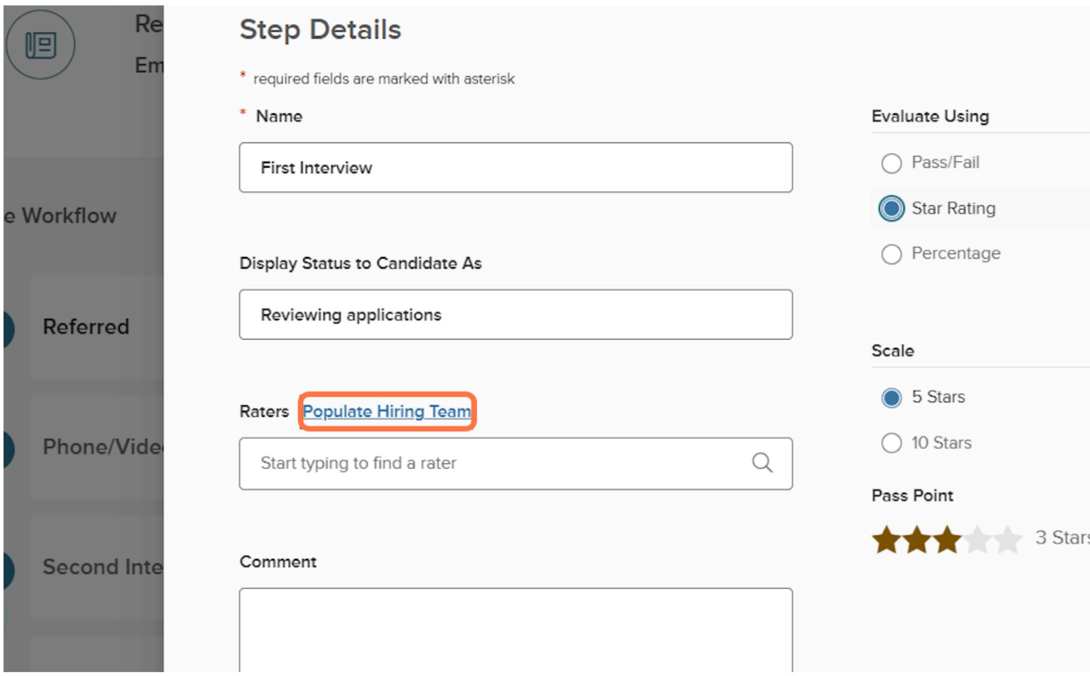
The interview step is automatically set up with a Star Rating evaluation, but you can adjust these settings to suit your needs and preferences.



STEP 7

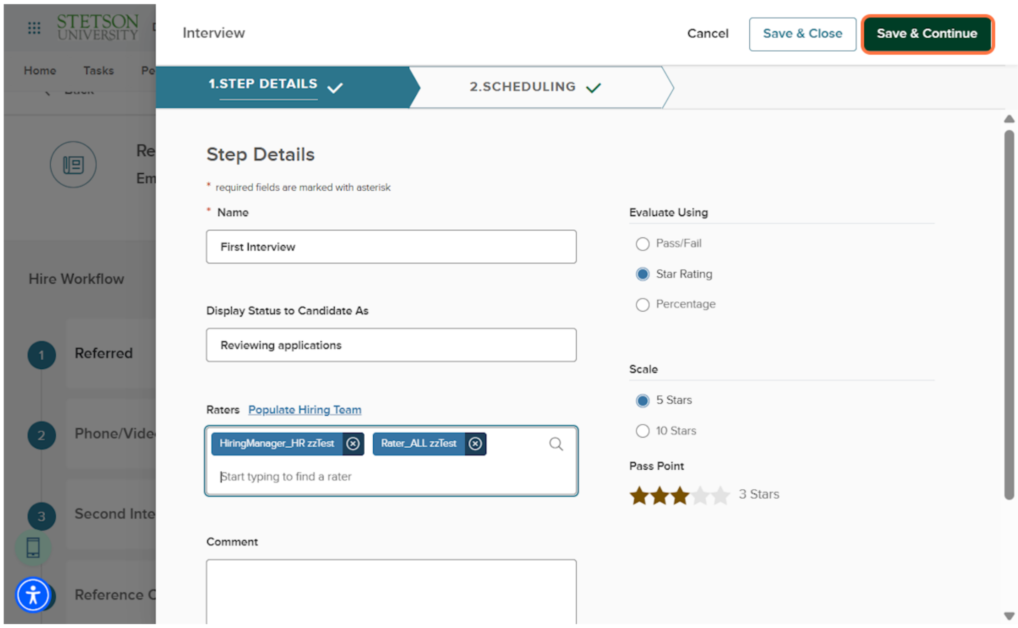
Next, you will need to add Raters. You can add individual's names. You can also select the Populate Hiring Team button which will pull everyone listed on this field in the Requisition.

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.



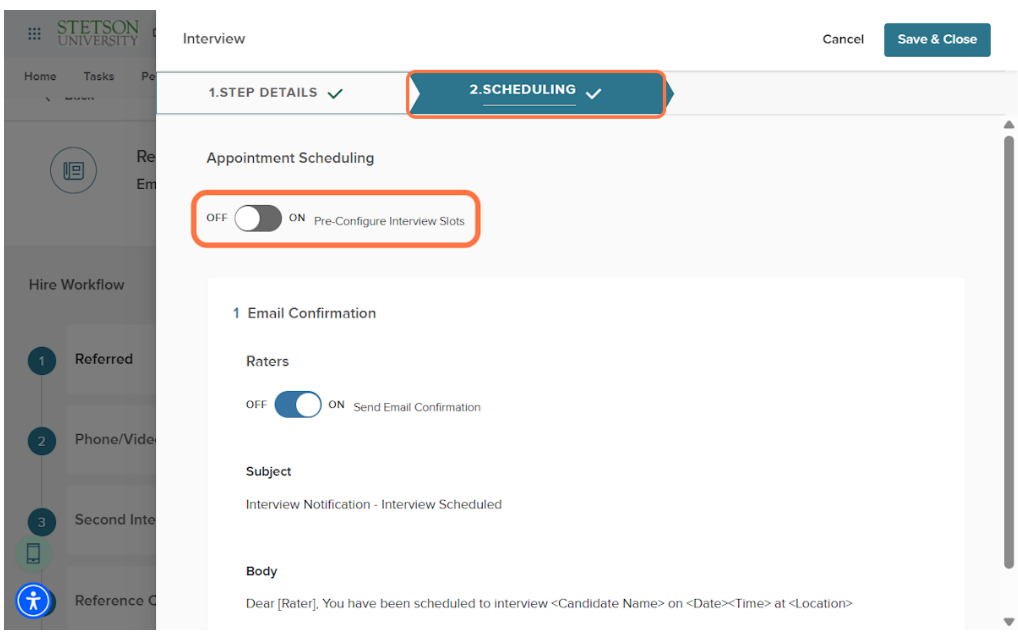
STEP 8

Once finalized, click Save & Continue



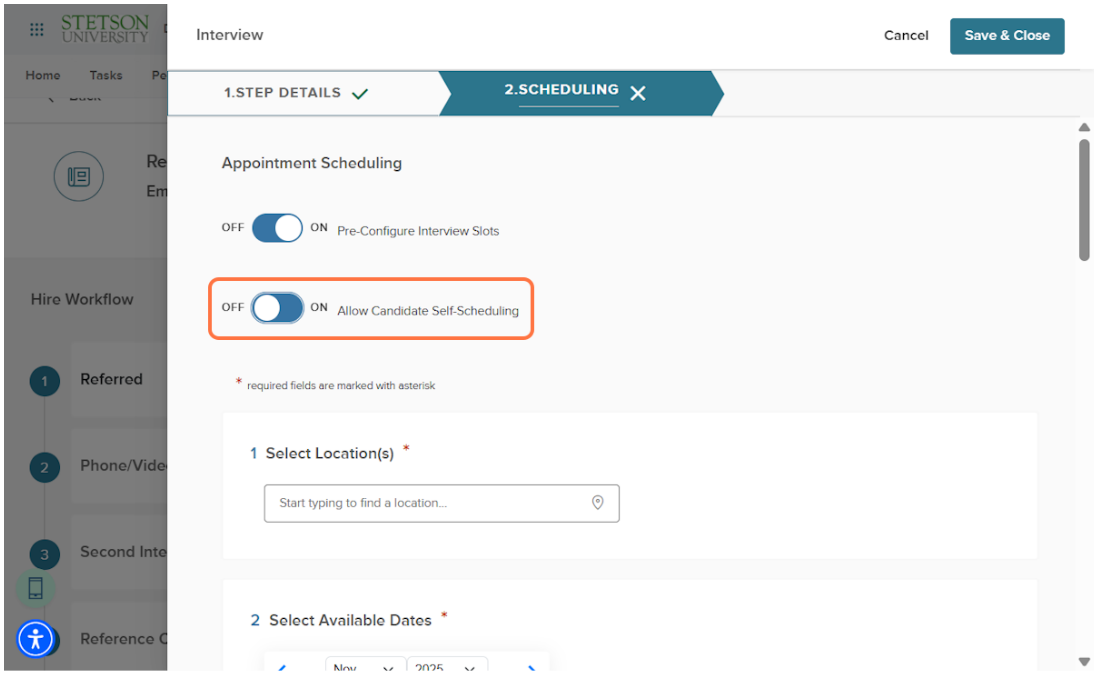
STEP 9

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



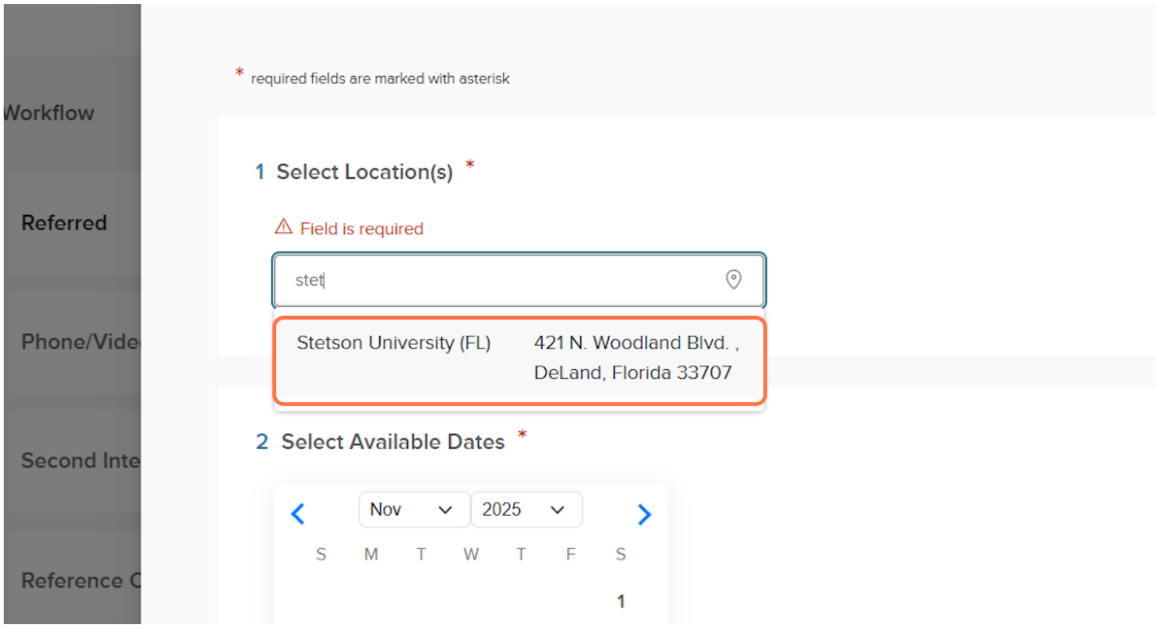
STEP 10

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.



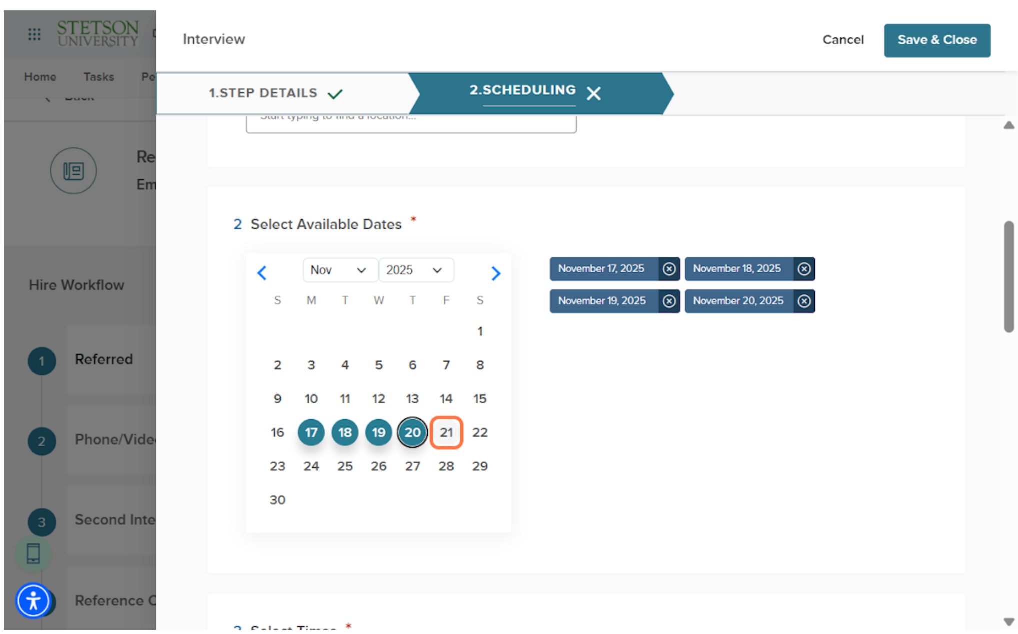
STEP 11

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



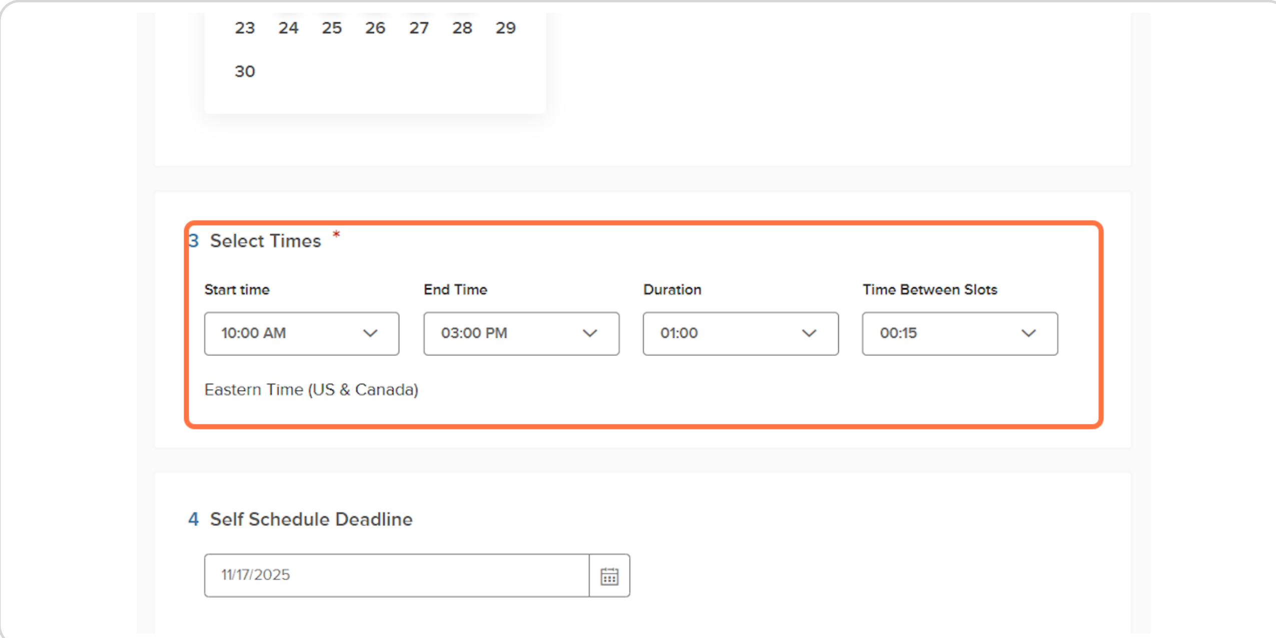
STEP 12

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



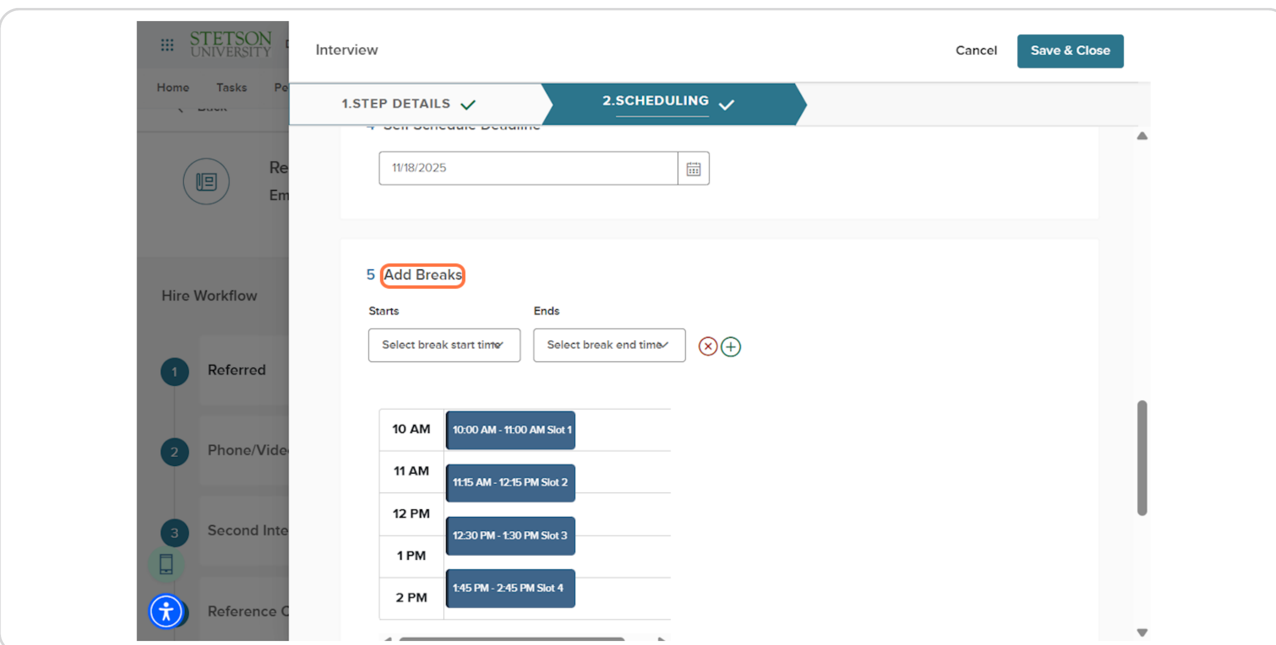
STEP 13

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



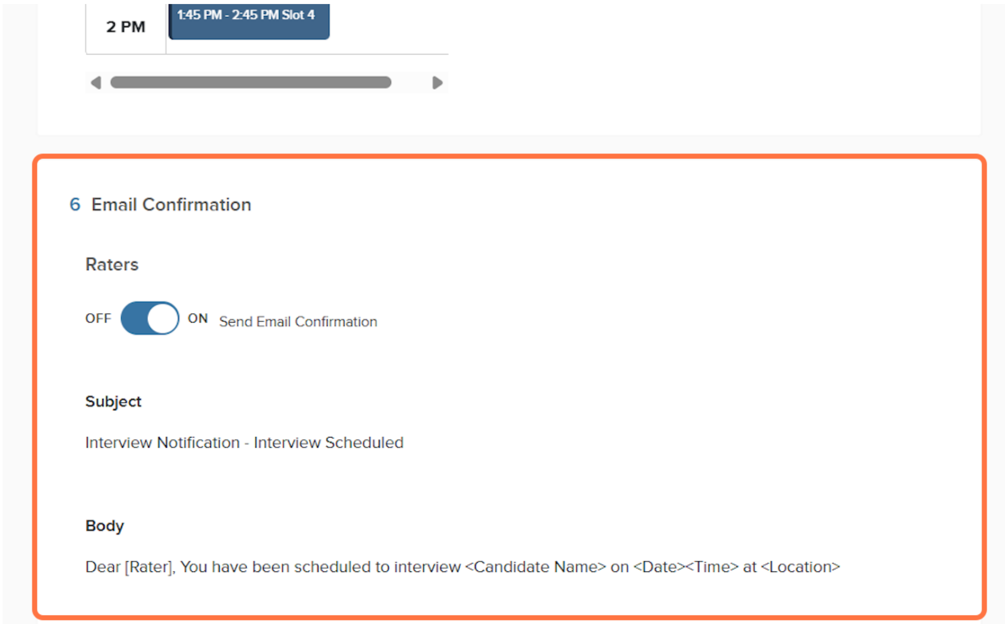
STEP 14

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



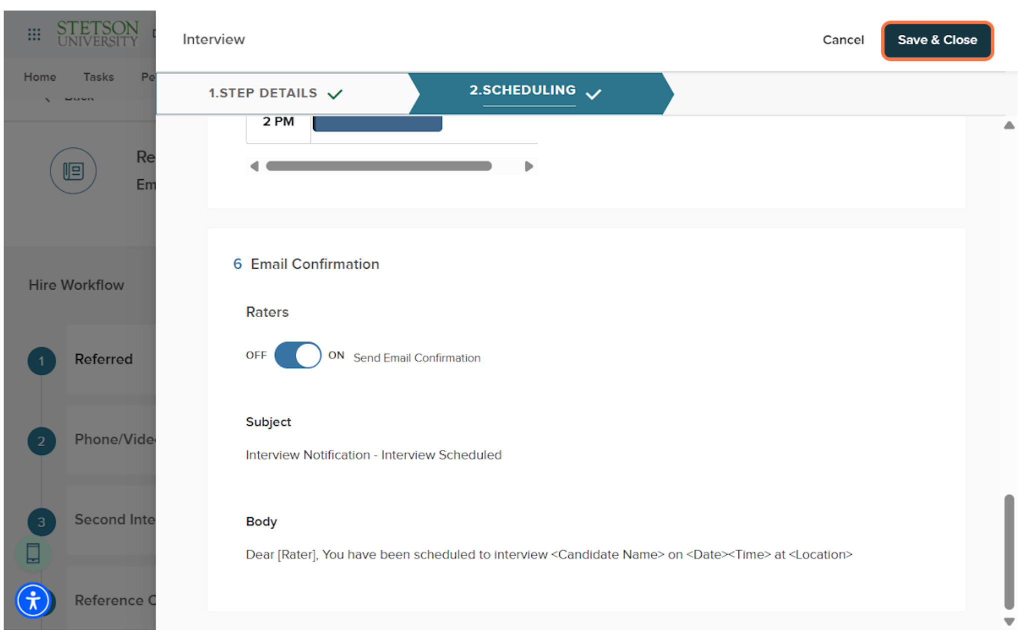
STEP 15

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



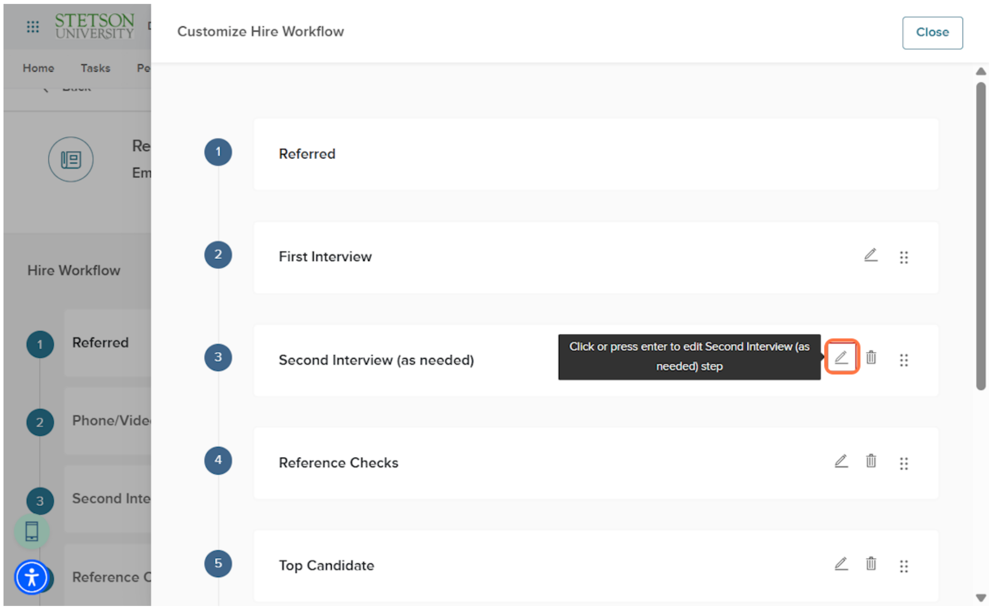
STEP 16

Once finalized, click Save & Close



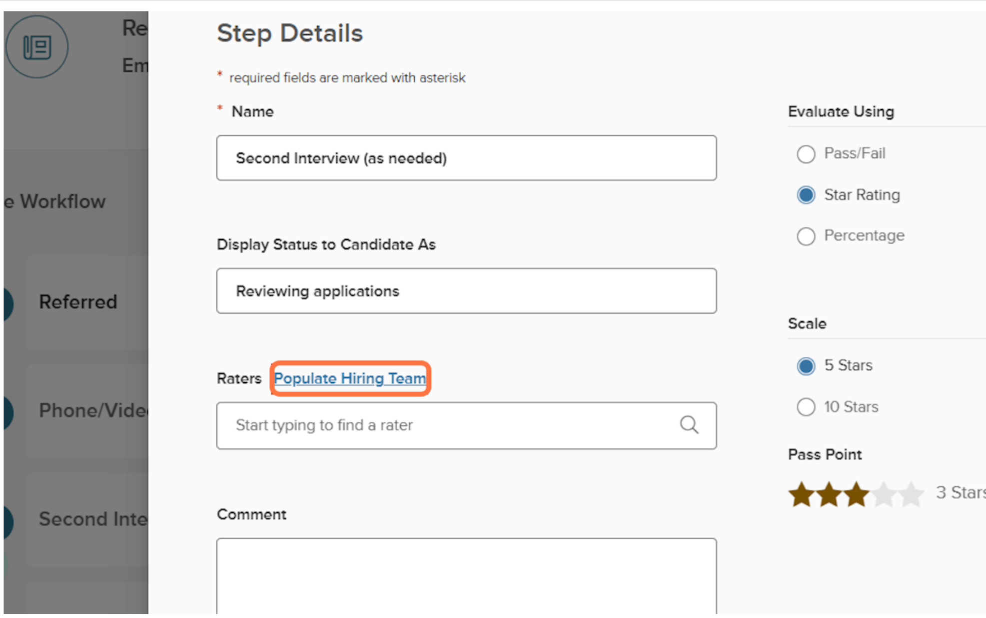
STEP 17

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



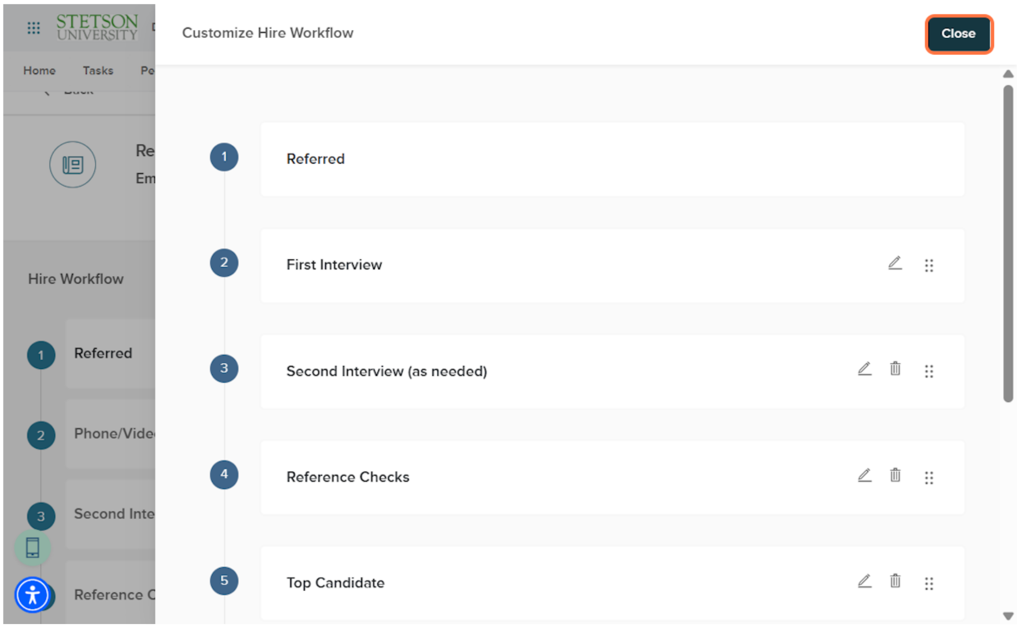
STEP 18

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.



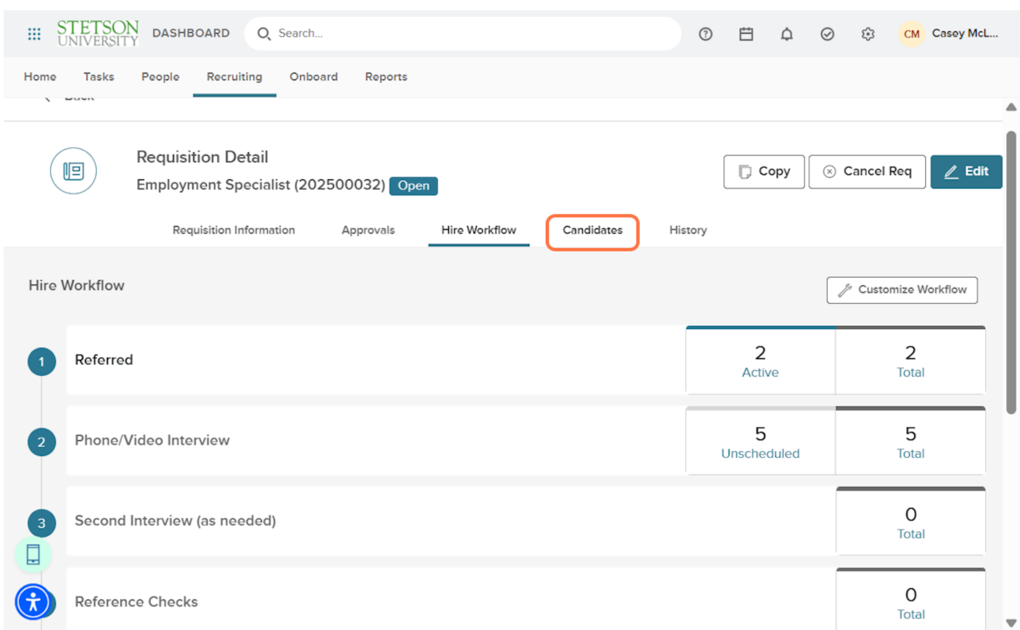
STEP 19

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



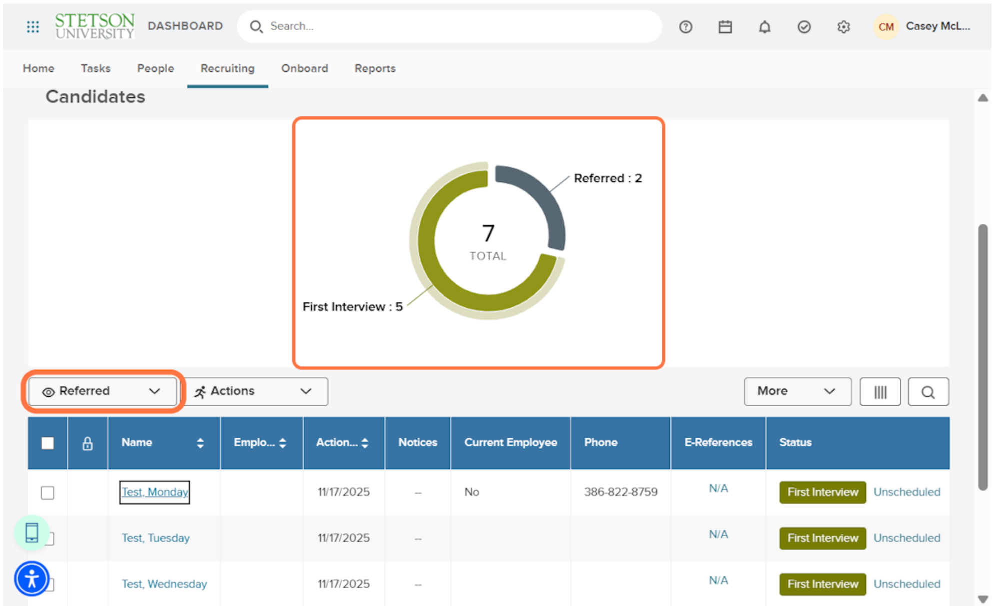
STEP 20

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



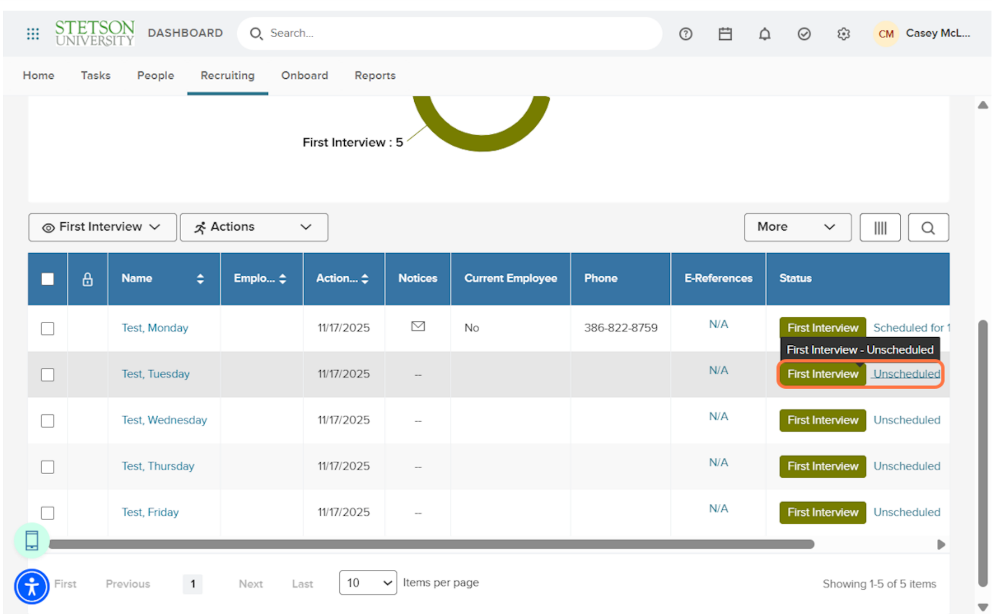
STEP 21

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



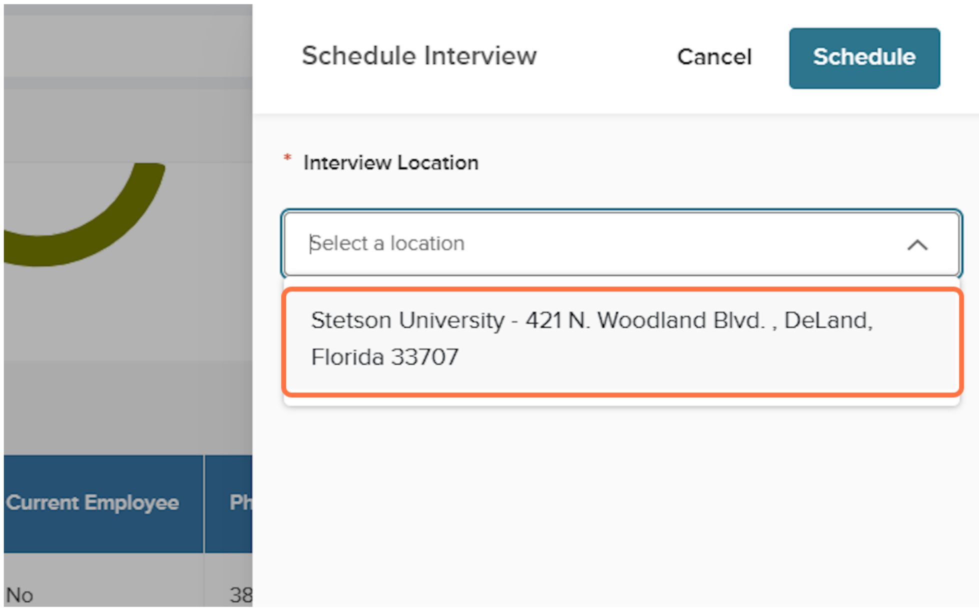
STEP 22

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



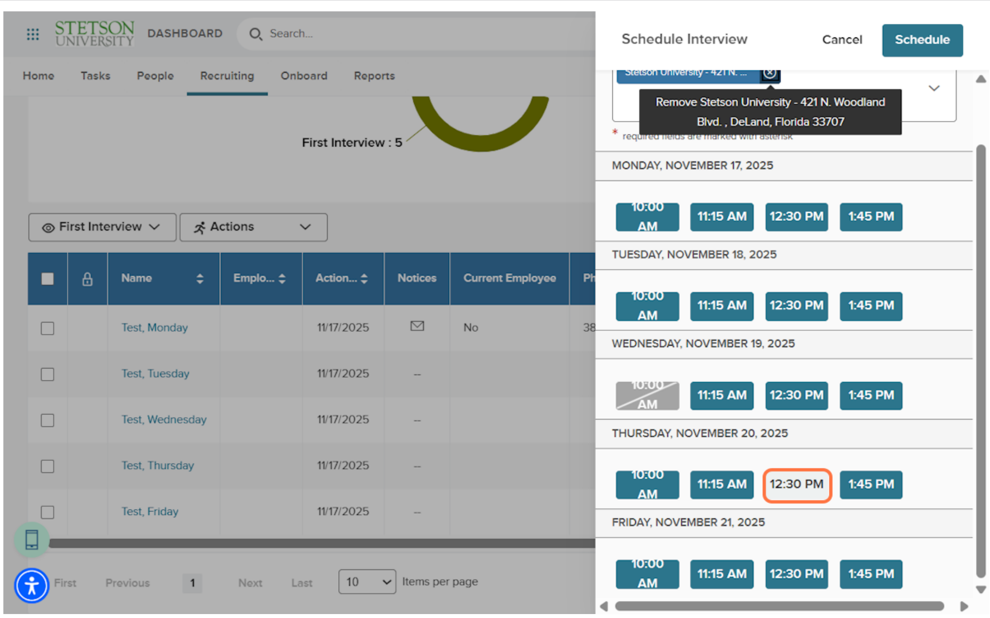
STEP 23

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



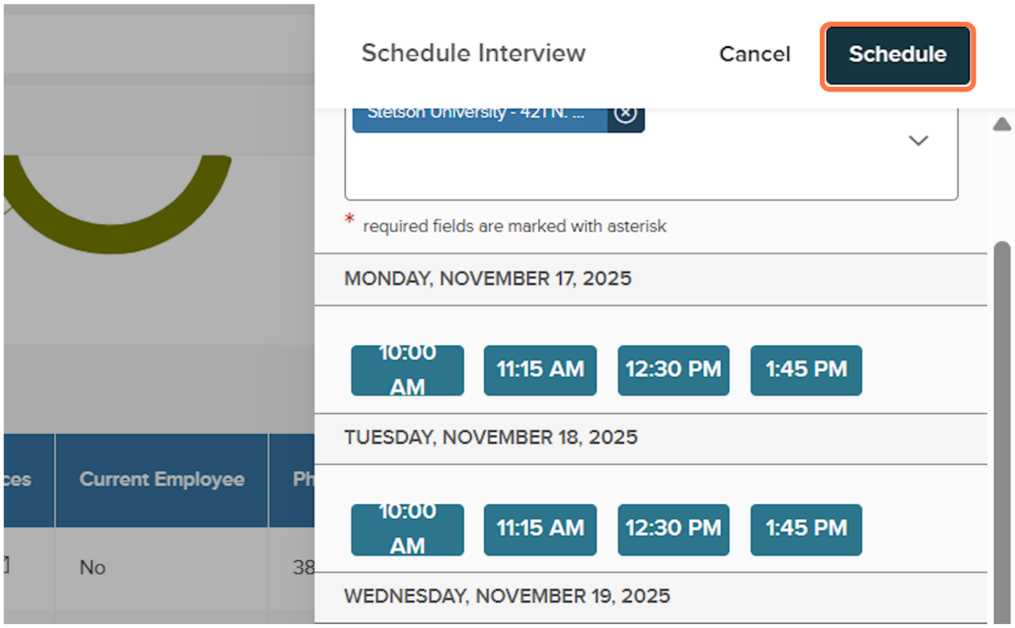
STEP 24

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



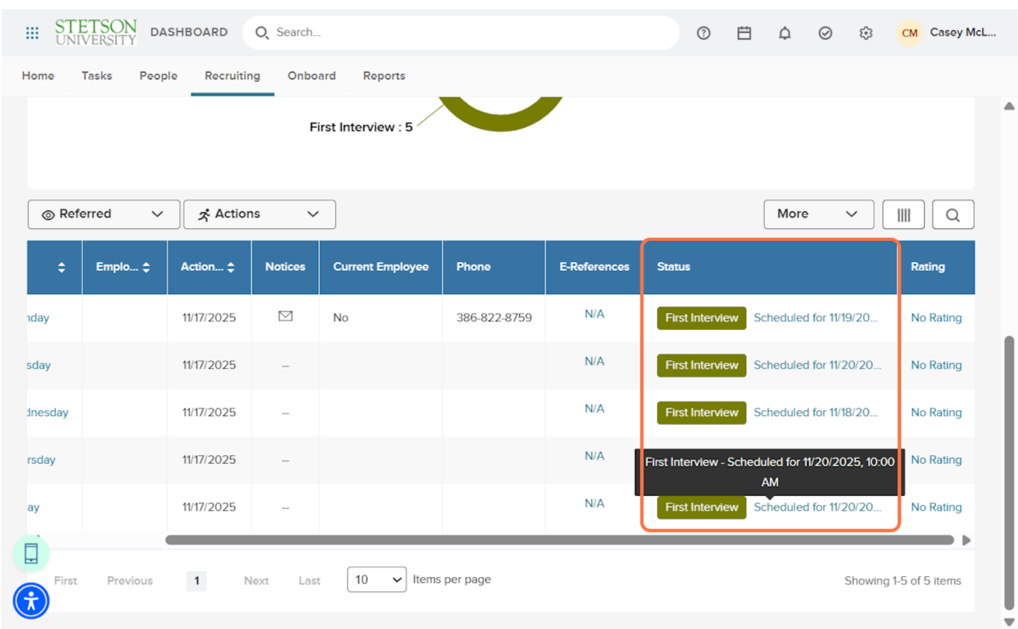
STEP 25

Then, click Schedule



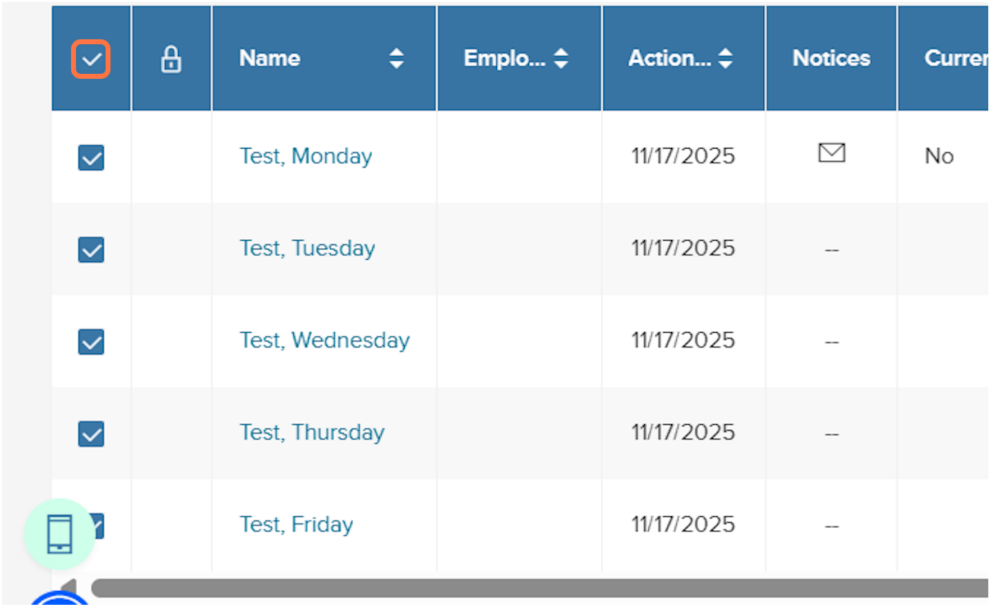
STEP 26

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



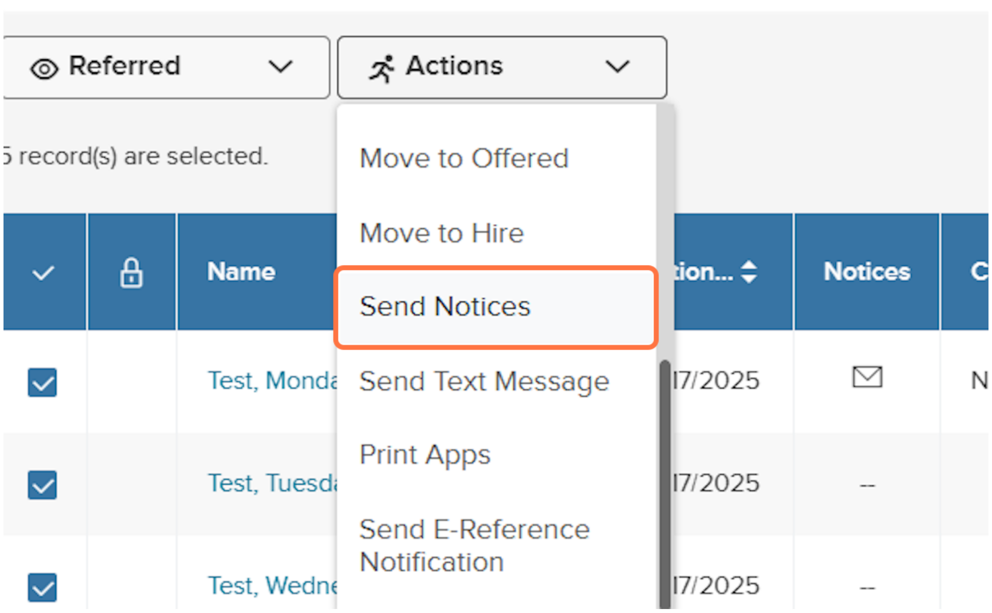
STEP 27

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.



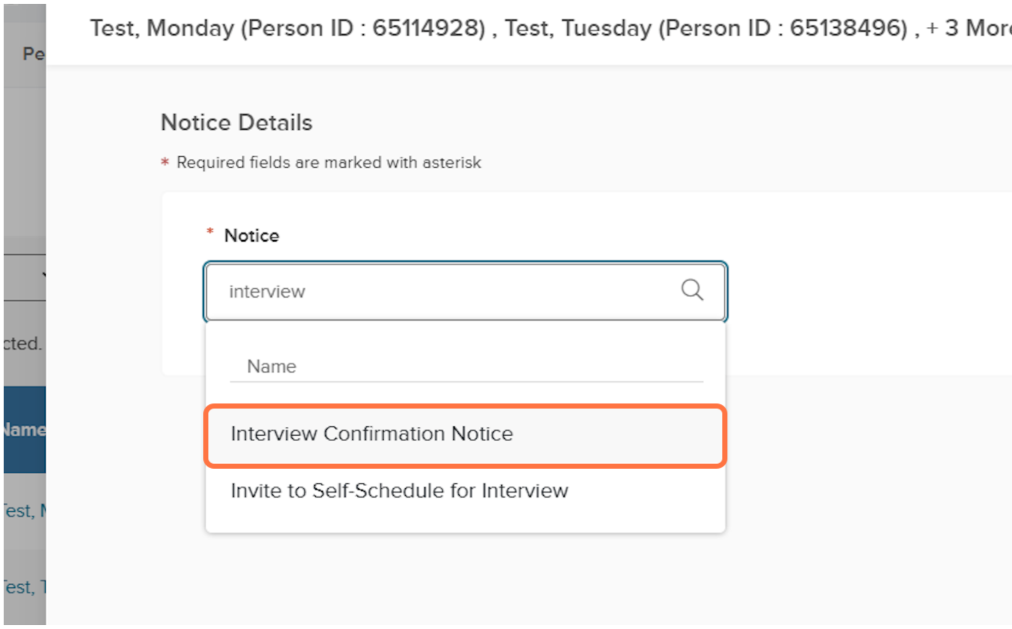
STEP 28

Click on Actions, and then select Send Notices.



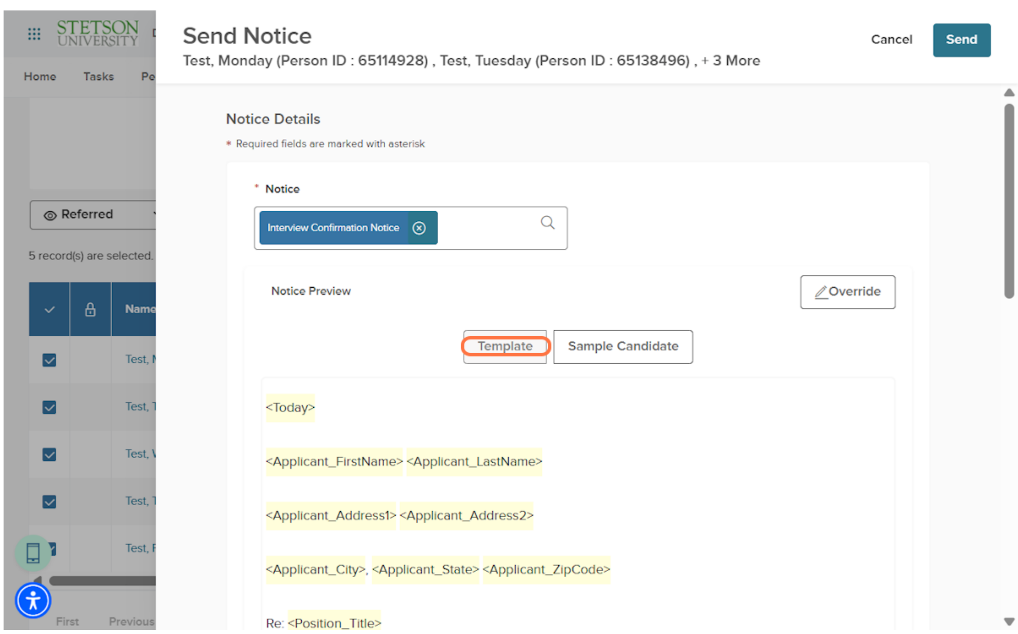
STEP 29

Search for and select the template: Interview Confirmation Notice



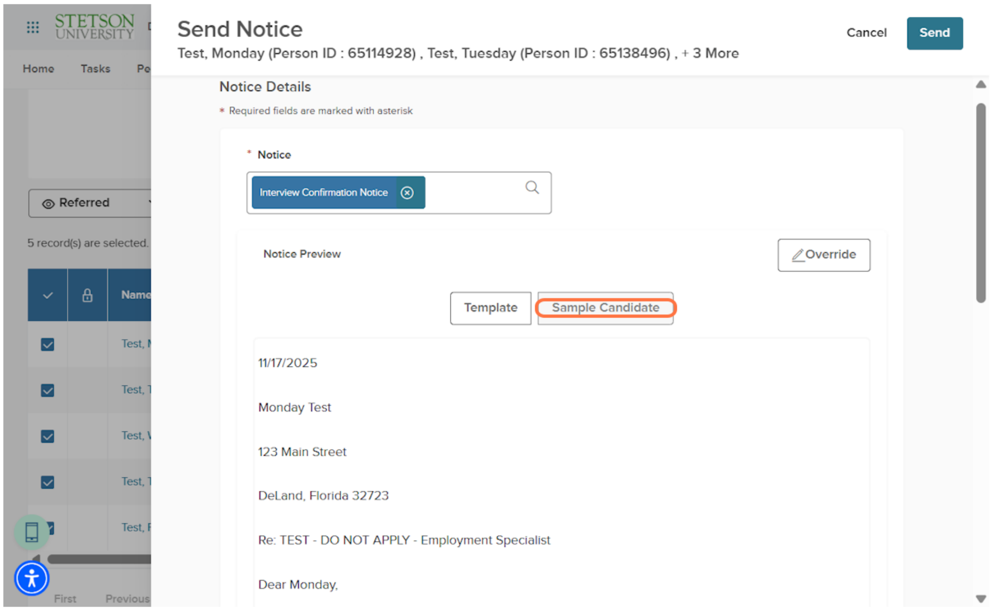
STEP 30

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



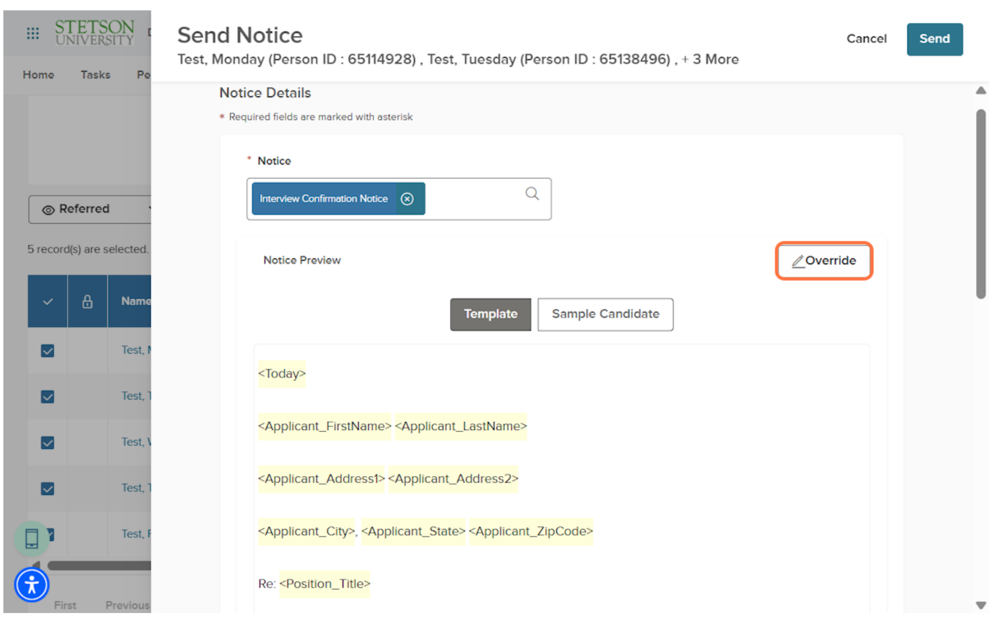
STEP 31

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



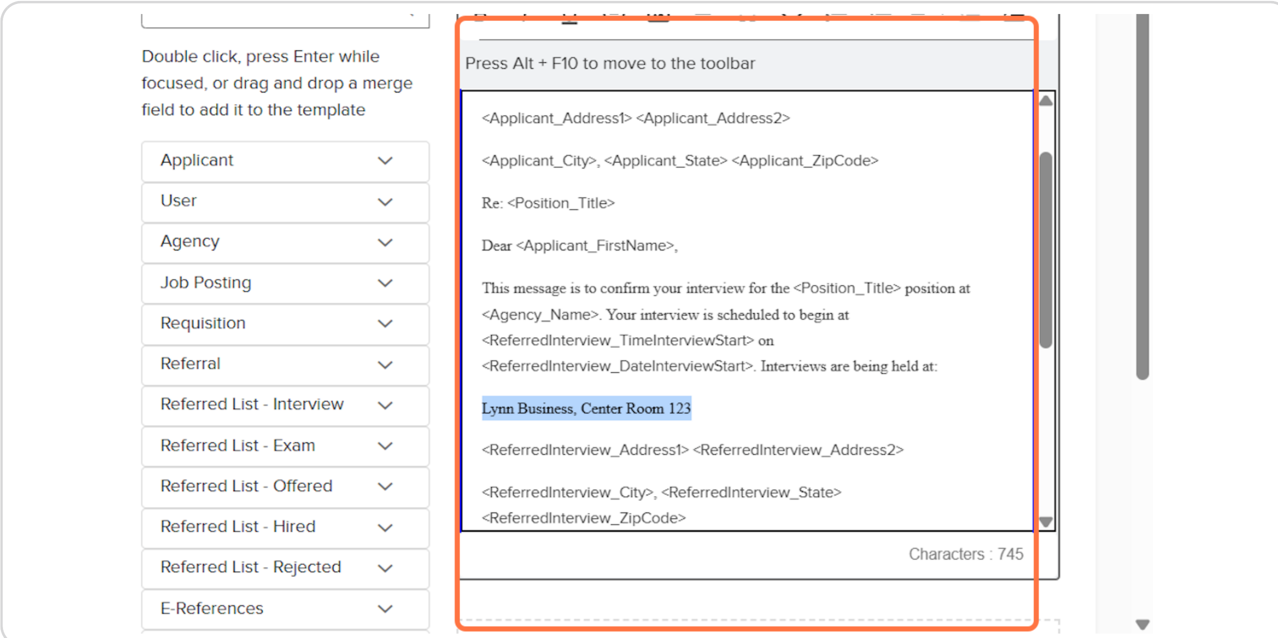
STEP 32

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.



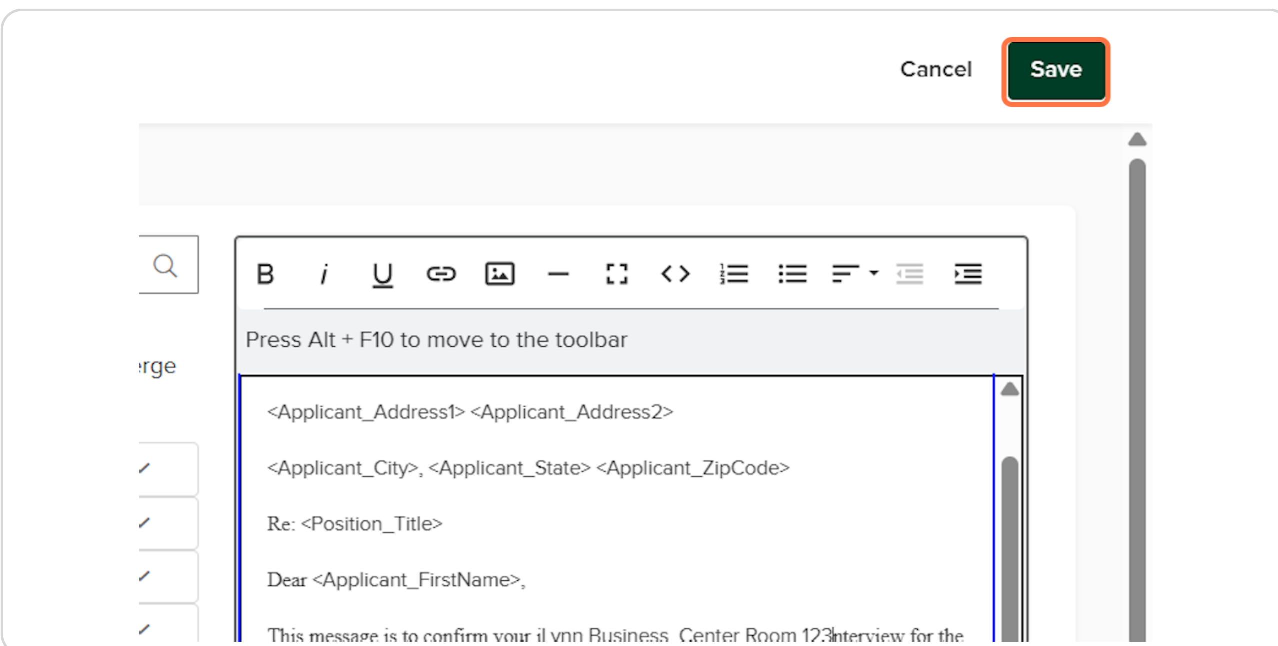
STEP 33

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



STEP 34

Once edits are complete, click Save



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!