

Interview Scheduling

Once you receive an e-mail notification about having pre-selected candidates in „Short List“, log in to myFOX recruitment module through link in e-mail and see the details of each candidate.

In „Short list“ you can see detailed information about candidate, such as telephone number, e-mail or salary.

TIP! Use pdf file (cover sheet), where you can find all important information about candidate.

The screenshot displays the myFOX recruitment module interface. At the top, there is a navigation bar with tabs for 'JOB REQUISITION DETAILS', 'JOB PROFILE', 'CANDIDATES', and 'JOB POSTINGS (9)'. The 'CANDIDATES' tab is active. Below the navigation bar, there is a 'Talent Pipeline' section with various status filters: 'Completed', 'Invited To Apply', 'New Application', 'Processing', 'Short list' (highlighted with a red circle and containing '1'), 'Interview', 'Assessment', 'Offer', 'Contract', 'Hired', 'Refused Candidate', 'Automatic Disqualification', 'Request for Other Requisition', 'Selected On Demand By Candidate', 'Selected On Demand By Agency', 'Selected OPCS', and 'Withdrawn'. The main content area shows a list of candidates with 'Růžena Bodláková (External Candidate)' selected and highlighted with a red circle. Below the list, there is a detailed view of the candidate's information, including application details, candidate section, application section, screening details, education, and certifications. The candidate's status is 'Short list', and her country is 'Czech Republic'. The application section shows a salary of '20,000.00' and a start date of '04/01/2020'. The candidate's profile includes a city of 'Czech Republic' and a first conversion external email.

If you agree with information about candidate, tick the candidate to move her/him to the next step.

The screenshot shows a close-up of the candidate selection interface. At the top, it says 'Candidates: View all candidates (1)'. Below this, there is a '1 Selected' status and an 'Action' dropdown menu. A 'Filter Options' section is visible, containing a search bar with the placeholder text 'Enter Applicant Name'. Below the search bar, there is a list of candidates with a 'Name' column. The candidate 'Růžena Bodláková' is selected, indicated by a checked checkbox and a yellow background. The candidate's name is displayed next to a person icon and a document icon.

Now you will see window „Move Candidate“ where choose to move candidate to „Interview One“ and right down the comment. Click on „Apply Updates“ to confirm this step:

Move Candidate

Candidates

Růžena Bodláková

Select status to move candidate(s) to:

Interview ▼

Sub item:

Interview One ▼

Please comment on the status change (optional):

Cancel Apply Updates

Then you will receive e-mail invitation with blocker and place in calendar for interview. Do not forget to reply.

Please note that you are not eligible to refuse candidates in MyFox, that is the task of a respective recruiter. Only a recruiter moves a candidate to a Rejected Candidate status.