

HOW TO ARRANGE AN INTERNAL INTERVIEW

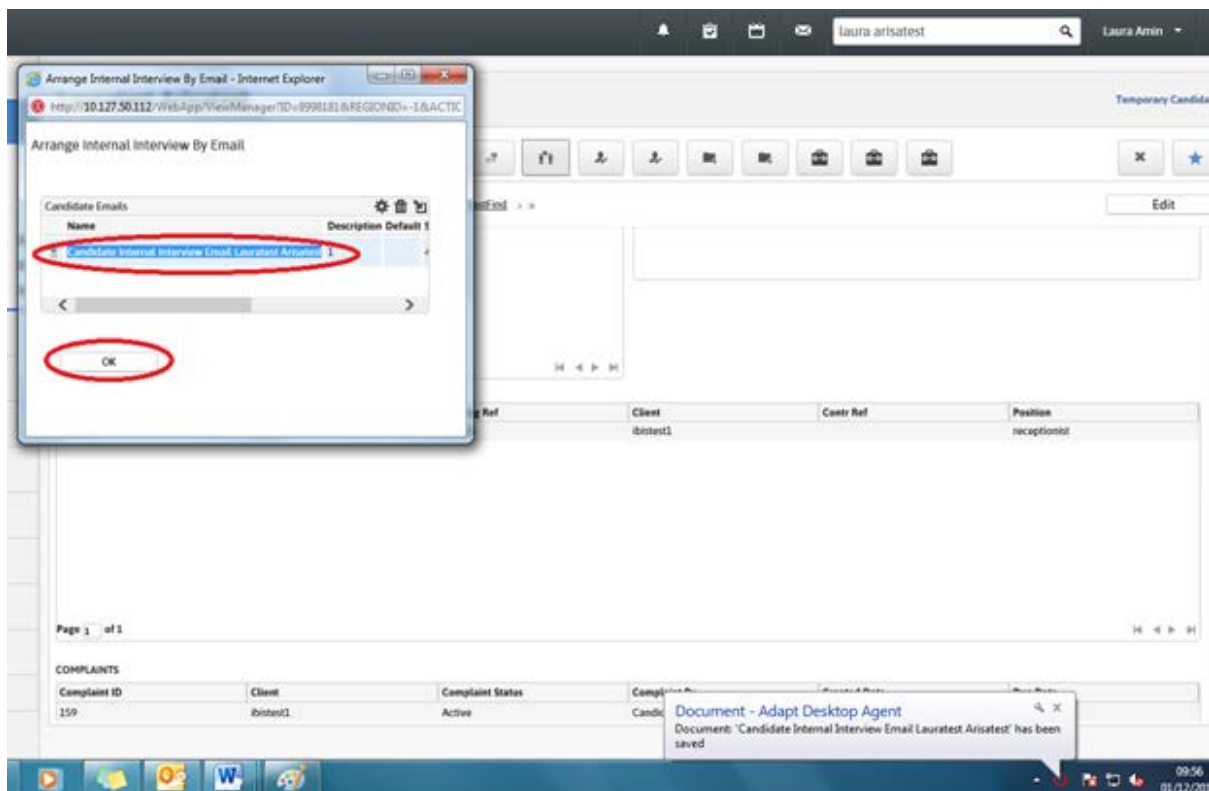
To arrange an interview between a candidate and consultant click on the top bar => internal interview=> Fill red boxes with mandatory information

The screenshot shows the 'Internal Interview' form in the Lauratest Arisatest system. The form is titled 'Create Internal Interview(s)' and contains several sections. Red boxes highlight the following fields:

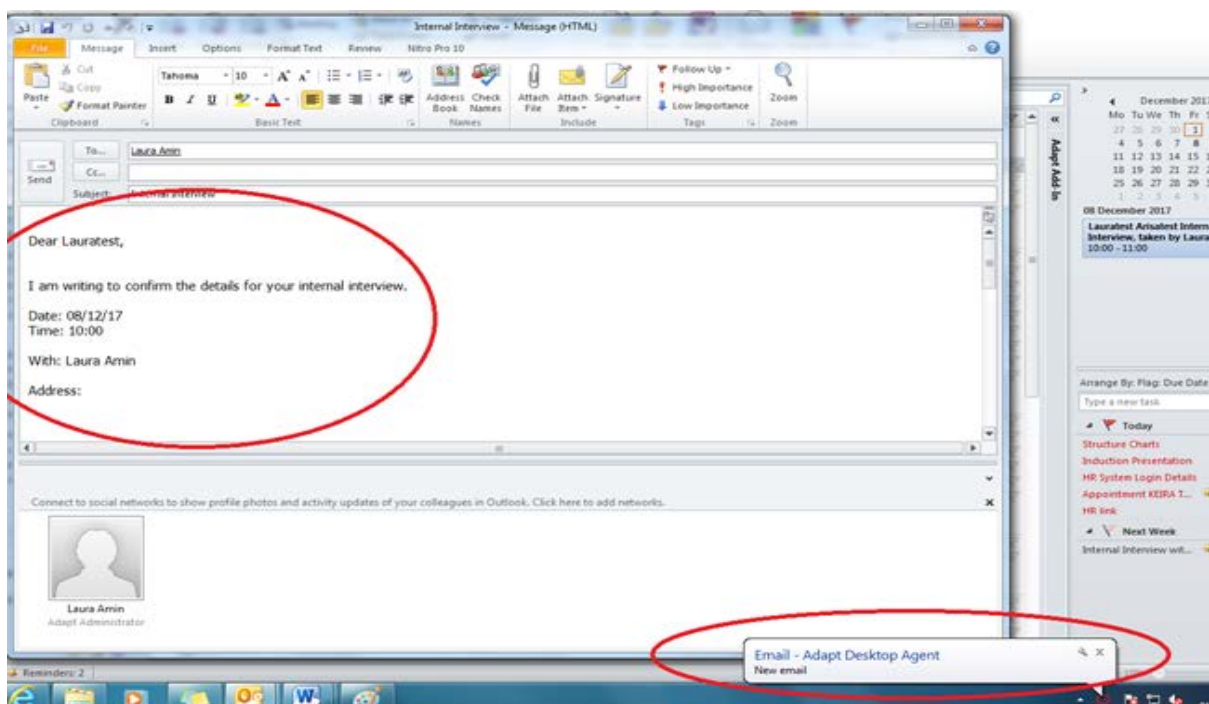
- Consultant/Interviewer:** A dropdown menu with 'Laura Arisat' selected.
- Interview Stage:** A dropdown menu with 'First Interview' selected.
- Send Docs By:** A dropdown menu with 'Email' selected.
- Candidates:** A table with columns for Candidates, Date, Start Time, End Time, and Resource. The first row is highlighted with a red box.

The form also includes sections for 'Office / Interview Location' and 'Alternative Interview Location' with various input fields for address, city, county, postcode, and locality.

A window will display with a filled template=>ok



Once clicked ok, another window will automatically open in Outlook with an email to the candidate; you can amend your message directly there if you need to.



Once the email is sent to the candidate, it will be logged in your journal, displayed in your task page and in the calendar as well.

