Supplier Response to an Interview Request

> This job aid explains the steps a supplier follows to manage candidate interview requests from a hiring manager or sourcing consultant.

To manage interviews:

1. When the hiring manager or sourcing consultant selects your submitted candidate and requests an interview, you will receive an email notification.
2. Log in to IQNavigator using your *user name* and *password*. Your home dashboard displays.
3. Hover over the **Jobs** tab in the Header Menu bar and click **Interviews**.

4. The **Interviews** screen displays a list of all your pending or requested candidate interviews. Scroll through the list or use the "Search for" feature above the list to find the interview record you need. From the list you can easily see the Job ID, Job Title, Buyer Org, Candidate Name, Interview Status, and the interviewer's name.

5. Click **View** (View) in the **Actions** column. The Interview pop-up window opens.
   NOTE: Take care not to click Cancel Interview. The **View** and **Cancel Interview** hyperlinks are very close to each other but the actions are VERY different. (Cancel Interview is explained in the next section.)

6. In the pop-up, review the interview details (e.g., Interview Type, Location, and Proposed Interview Date). Interview time can indicate BOTH start and end times. Check for additional content in the Attachments section.

Interviewing - ▮▮▮ ▮▮ ▮▮

Interview Type:
In Person

Location:
Poland Krakow

Title:
Interviewing - ▮▮▮ ▮▮ ▮▮

Attachments:
No File Available
Choose File | No file chosen   Attach

* **Proposed Interview Time(s):**

○ November 23, 2018 2:00 PM MST to 4:00 PM MST

○ None of the Above

Notes
255 character(s) remaining
Type your note here

Good afternoon, I would like to ask for In Person interview with ▮▮▮ ▮▮ ▮▮ in our Shell office on Czerwone Maki 85, Krakow. Please kindly let me know about possible timelines. Kind regards ▮▮▮ ▮▮

Created By: Royal Dutch / Shell Group, User **** on 11/20/18 7:28 AM MST

Cancel   Send

To **ACCEPT** the interview:

Complete Steps 1 through 6 as described above.

7. Verify that your candidate is available for the interview as scheduled, then click the radio button next to the proposed interview date and time of your choice. Make sure the contact/connection/location information is included for the Interview Type indicated!

   Optional. Use the **Attach** button to provide additional documentation, such as a resume.

   Optional: Use the **Notes** text box to enter any comments and/or questions.

   Tip: If you need more time to verify your candidate's availability, click **Cancel** to exit the pop-up without making any changes.

8. Click **Send** to accept the interview. The pop-up closes and the Interview list displays updated to show the **Interview Status** as "Scheduled" and the day/date/time shows in the **Interview Time** column.

To **DECLINE** and request an alternate time:

Complete Steps 1 through 6 as described above.

7. Click the radio button in the Proposed Interview Time section to select "None of the Above".

8. Click the **Add Interview Time** button to enter an alternate Date and Time. You can indicate both a start and an end time for the interview. Repeat to propose multiple alternate interview times (up to three total.)

Proposed Interview Time(s):

○ November 23, 2018 2:00 PM MST to 4:00 PM MST

○ None of the Above

Add Interview Time

Optional. Use the **Attach** button to provide additional documentation, such as a resume.

Optional: Use the **Notes** text box to enter any comments.

9. Click **Send** to submit your request. The pop-up closes and you return to the Interviews list.

To **CANCEL** an interview:

Complete Steps 1 through 6 as described above.

7. Click **Cancel Interview** (Cancel Interview) in the **Actions** column. A pop-up window opens asking you to confirm.
   Optional: Click **View** if you want to review all the interview details before you cancel. Click **Cancel** on the View pop-up window to return to the Interviews list.

8. Click **Yes** to confirm. **Be sure this is your intent because there is no way to reverse this action!** An email notification is sent to the hiring manager for the requisition and the sourcing consultant/CAM (if applicable) that the interview has been cancelled. You return to the Interviews list and the cancelled interview is removed from your list.

Cancel Interview   ✕

Cancel Interview?

Yes   No

If you click **No**, no action is taken in the system and the interview will still show on your Interviews list with a status of "Requested".