# Supplier: Manage Interviews

This document provides suppliers with the steps necessary to manage candidate interview requests. This guide uses standard IQN VMS configuration. Your specific setup may vary slightly based on your client's configuration.

## To manage interviews:

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard displays.
2. Hover over the **Jobs** menu drop-down arrow located in the Header Menu bar.
3. Click **Interviews**. The Interviews list screen appears.
4. Scroll through the list of requested or pending interviews, or use the Search feature, to find the record you need to access.

### To view and respond:

* Complete Steps 1 through 4 as described in the “manage interviews” section.
* Click **View** in the Actions column. The Interviewing [Candidate Name] dialog window opens. NOTE: Take care not to click Cancel Interview, that function is covered in a separate section below.
* Review the details including any attached content.
* To **ACCEPT** and confirm the interview time:
  + Click the radio button to accept the proposed interview time of your choice
  + *Optional*. Use the Attach button to provide any additional documentation.
  + *Optional*: Use the Notes text box to enter any comments and/or questions. Make sure that the necessary contact information is included for the Interview Type designated!
  + Click **Send** to submit your response. The dialog window closes. The confirmed date and time displays in the Interview Time column and the Interview Status updates to Scheduled on the Interviews list screen.
* To **DECLINE** and propose an alternate timeframe:
  + Click the radio button to indicate “None of the Above”.
  + Click the Add Interview Time button () to propose an alternate Date and Time. Repeat to propose multiple alternate interview times.
  + *Optional*. Use the Attach button to provide any additional documentation.
  + *Optional*: Use the Notes text box to enter any comments.
  + Click **Send** to submit your request. The dialog window closes. The Interview Status updates to Requested on the Interviews list screen.

### To change a scheduled interview time:

* Complete Steps 1 through 4 as described in the “manage interviews” section.
* Click **View** in the Actions column. The Interviewing [Candidate Name] dialog window opens. NOTE: Take care not to click Cancel Interview, that function is covered in a separate section below.
* Click the radio button to indicate “Change Time”.
* Click the Add Interview Time button () to propose an alternate Date and Time. Repeat to propose multiple alternate interview times.
* *Optional*. Use the Attach button to provide any additional documentation.
* *Optional*: Use the Notes text box to enter any comments.
* Click **Send** to submit your revised request. The dialog window closes. The Interview Status updates to Requested on the Interviews list screen.

### To cancel an interview:

* Complete Steps 1 through 4 as described in the “manage interviews” section.
* Click **Cancel Interview** in the Actions column. A dialog window opens. NOTE: Take care not to click View since that link is used to schedule interviews.
* Click **Yes** to confirm your intent. The Interviews list screen refreshes and the cancelled interview is removed from the list.