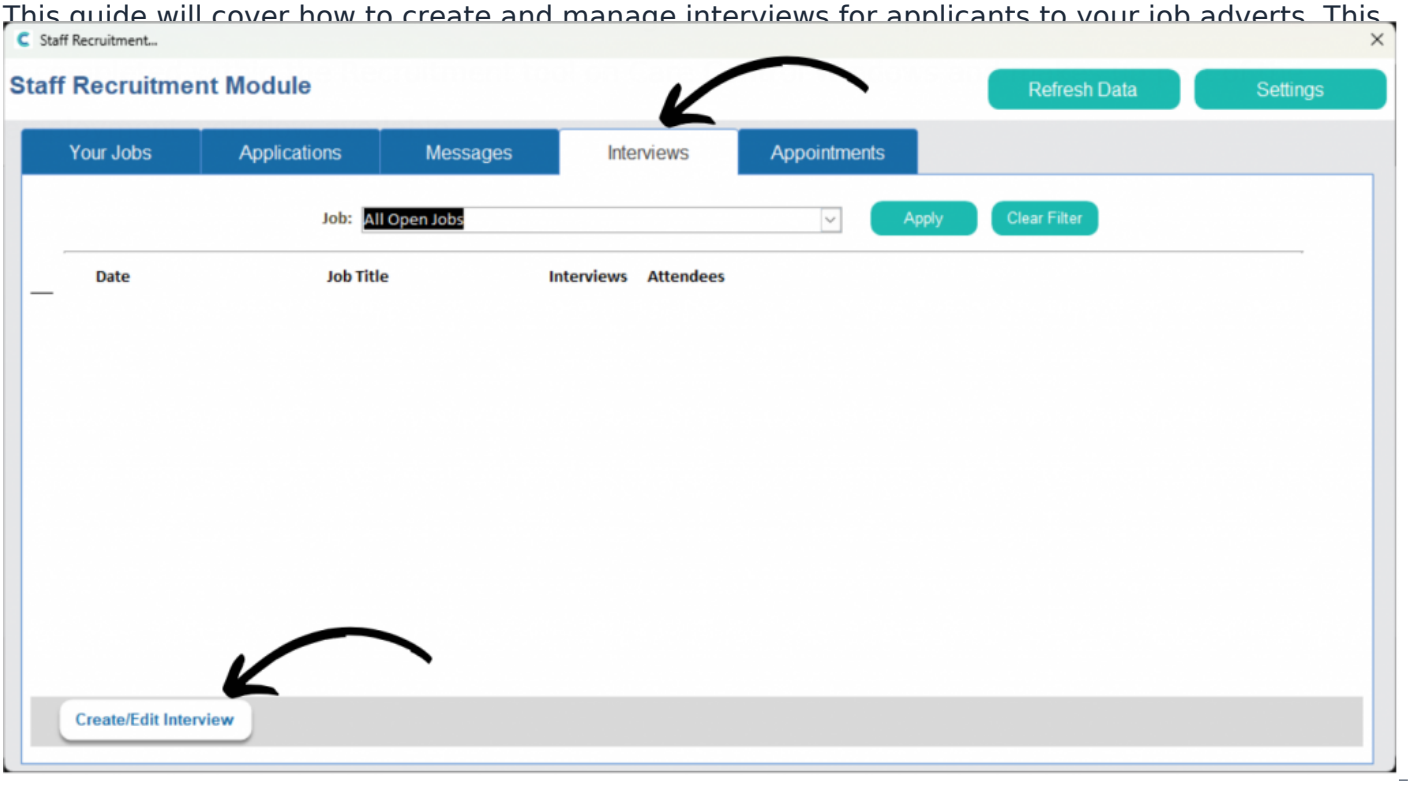
Recruitment – Interviews

Recruitment Windows · https://cclearninghub.co.uk/docs/recruitment-interviews/



Recruitment - Interviews

This guide will cover how to create and manage interviews for applicants to your job adverts. This

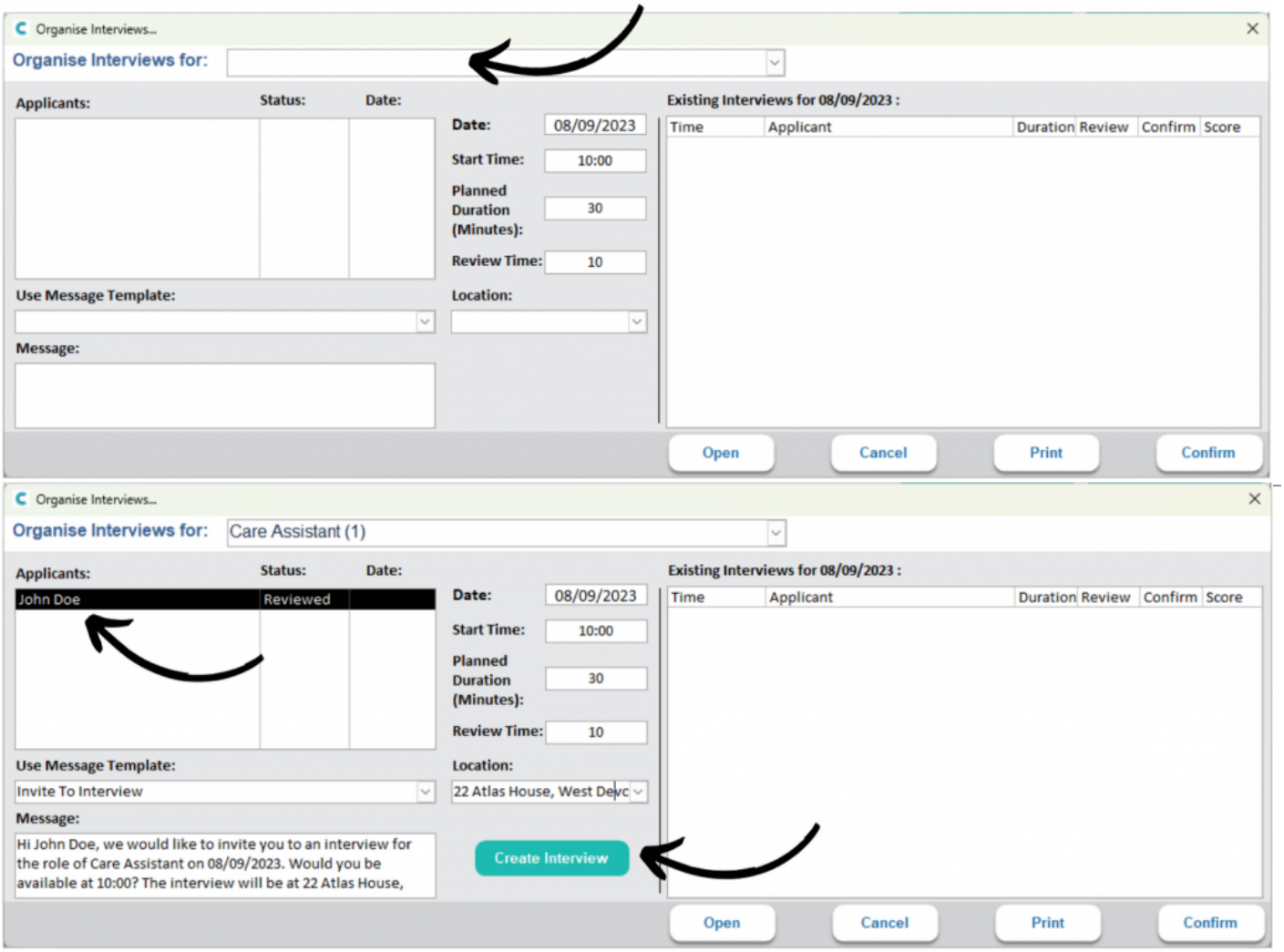


1

Within the Recruitment tool on Care Control Windows, navigate to the **Interviews** tab.

Here, a list of currently organised interviews will be displayed. To create a new one, press **Create / Edit Interview**.

2



3

A list of current applicants will load in the box on the left. Select the applicant to amend the details for the interview.

First, write an invitation message in the **Message Text Box**. You can manually type one in the text box or choose a template from the drop-down list.

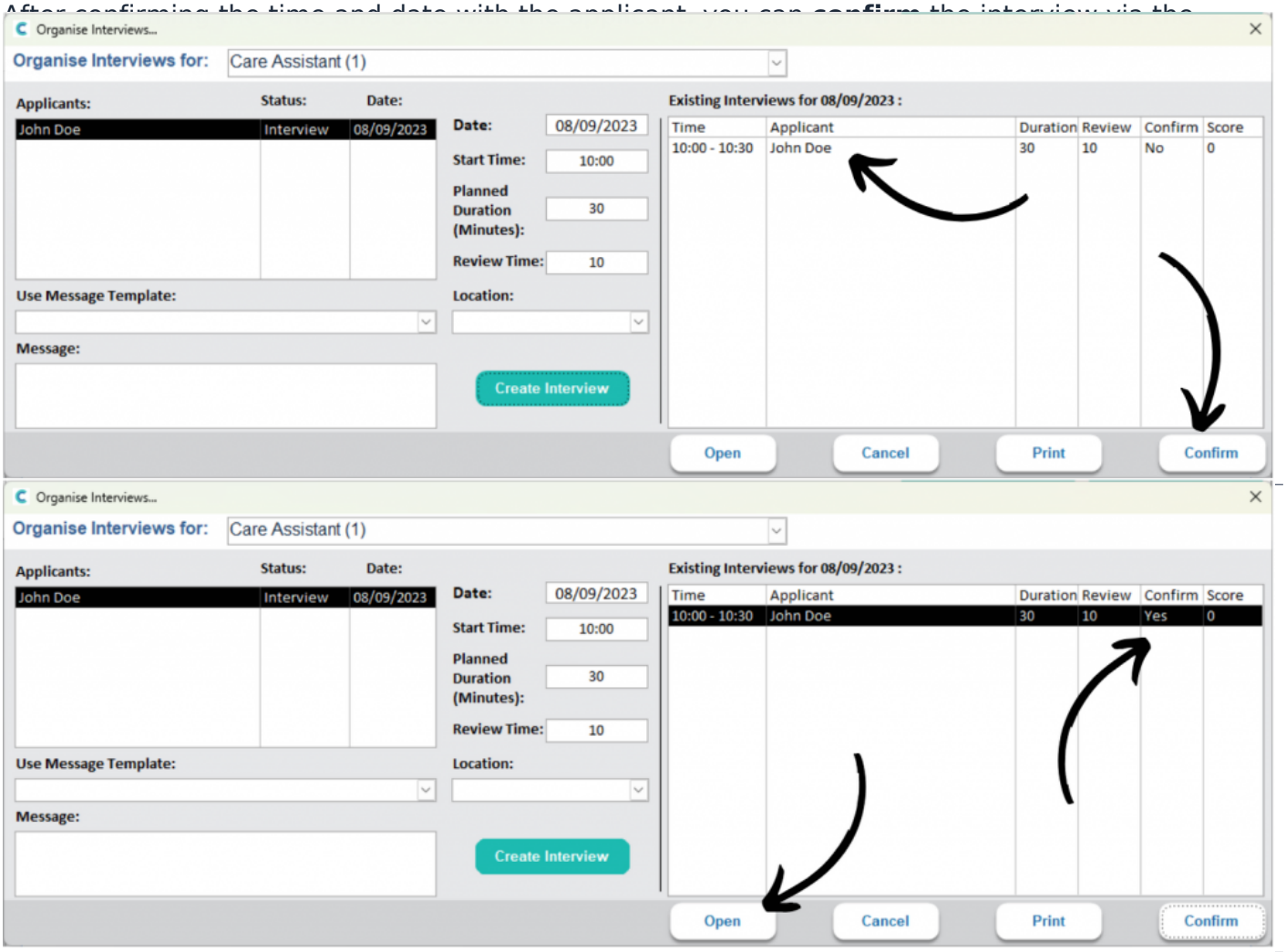
You can set the **date**, **start time**, **duration** (in minutes) and **location** of the interview in the dedicated area in the middle of the window.

Finally, press **Create Interview**.

4

A message via email will be sent to the applicant. The interview will also now appear in the right-hand list of existing interviews.

After confirming the time and date with the applicant, you can **confirm** the interview via the



5

The '**Confirm**' status column will update to '**Yes**'.

When it is time to conduct the interview, you can also **Open** it from this window via the button at the bottom of the page.

6

This will open an interview notes screen.

Here, you can add **Comments** regarding the progress of the interview and how the staff feel it

