



Interview Candidate

This How-To Guide covers **assigning interviewers to a candidate** or **interviewing a candidate** you have been assigned.

Start Here- To Schedule an Interviewer for a Candidate (Recruiter)

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-right, select the **My Tasks icon**, which looks like an envelope.
5. Find the **Schedule Interview** Task in **My Tasks**.
6. Enter the **Date** and **Time Zone** for the interview.
7. In the **Interviewers** grid, select the **Interviewers** field and search for and assign the employees who will conduct the candidate interviews.
8. Select **Next**.
9. Enter the **Interview time** for the Interviewer(s) (**Duration** is required); then select **Next**.
10. Review all entries; if you need to adjust any, select **Schedule**. Once all interviews are correct, select **Submit**. A **Notification** will be sent to the indicated Interviewers.

Start Here- To Enter Interviewer Comments (Manager/Staff)

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.



BRYN MAWR
COLLEGE



4. If you are assigned as an interviewer to a candidate, you will receive a **Notification**.
5. In the top-right, select the **My Tasks icon**, which looks like an envelope.
6. Select the **Interview notification**.
7. Enter comments in the **Comment box**, appropriate to the standard interview questions for your department. Select **Submit**.
8. Select **Done**. Your interview results will be routed to the next steps.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.