

# Talentlink User Guide for Managers

## Interview - Review Interview Time Slots

- Click on the relevant vacancy name from the **My Jobs** app on the home page
- Click on the **Interview Scheduler** tab
- The dates and times of scheduled interviews should be displayed. The names of candidates who have selected a timeslot will also show here.

The screenshot shows the Lumesse Interview Scheduler interface. The browser address bar displays the URL: [https://emea5.lumessetalentlink.com/private/app/index.cfm#/jobs/54118/interview\\_scheduler](https://emea5.lumessetalentlink.com/private/app/index.cfm#/jobs/54118/interview_scheduler). The page header includes the Lumesse logo and a search bar. The main navigation menu has tabs for 'JOB CONTENT', 'JOB APPROVAL PROCESS', 'SELECTION / HIRING', and 'INTERVIEW SCHEDULER' (which is circled in blue). Below the navigation, there is a 'Grouped By: Date' filter and an 'UNGROUP' button. A table with the following columns is displayed: 'TIME', 'LEAD INTERVIEWER', 'INTERVIEWERS TEAM', 'LOCATION', 'STEP NAME', and 'CANDIDATE'. The table shows one record for the date 20/02/2018, with a time slot of 14:00 - 15:00, lead interviewer Mandy Gray, location Pullar House, and step name Interview 1. The candidate column is empty. At the bottom of the table, there is a pagination control showing '1 - 1 of 1 record(s)', a page size dropdown set to 20, and 'page 1 / 1'. A 'Go to page:' field is also present. Below the table, there is an information icon and a note: 'This Interview Schedule represents a list of interview slots and confirmed interviews defined for this job via Interview Scheduler. Any meetings defined with different methods (Define meeting now, Invite using Interviewer's Availabilities and Sessions) will not be displayed here.' The footer of the page reads '© Lumesse (UK) Ltd.'