

## Interview Scheduling

In Internet Explorer, log in to the WCN system at  
[https://gate-test.library.lse.ac.uk/shibboleth-idp/SSO?target=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth%2Fshibboleth.cgi%3Fdest\\_id%3D1&shire=https%3A%2F%2Fintegration.wcn.co.uk%2FShibboleth.sso%2FSAML%2FPOST&providerId=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth-sp](https://gate-test.library.lse.ac.uk/shibboleth-idp/SSO?target=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth%2Fshibboleth.cgi%3Fdest_id%3D1&shire=https%3A%2F%2Fintegration.wcn.co.uk%2FShibboleth.sso%2FSAML%2FPOST&providerId=https%3A%2F%2Fintegration.wcn.co.uk%2Fshibboleth-sp),  
please insert your LSE network user name and password.

- Click on the '**Interviews**' tab on the left hand side of the page, and again on 'Interviews' from the two options that appear.
- At the top of the page, select 'Interview Types' and then 'New'.

**'General' page** – none of this information will be seen by candidates.

Fill in all the fields. Please make sure that the **Interview Title** is a unique identifier so you can find your interview template easily later. **Internal description** should include any information interviewers might need to know.

Under '**Tag to Vacancy**', select the vacancy you are scheduling interviews for, and then click 'Next'.

**Candidate View** – this information **will** be seen by candidates.

Please enter a title for the interview, the location (including full address with postcode) and any other information that might be useful to the candidate, e.g. length and format of the interview, type of test, names of panel members, where to report etc.  
Then click 'Next'.

### Email Confirmation

This allows you to set up an automatic email that will be sent to the candidate once they have self-selected their interview slot on line. **N.B.** the interview date and time will automatically be inserted into the email; therefore you do not need to include this in the **'Email Message'** section.



### Advanced Options

If you wish, you can alter the default interview settings here (e.g. to alter the length of time before the interview a candidate can re-schedule their interview slot). Otherwise, just click 'Create'.



### Interview Overview – creating Interview Slots

To create interview slots for your candidates to select from, click on 'Edit' alongside **Interview Slots**.

Fill in the information under 'Enter New Slots'. **Time** is the start time of the first interview. **N.B. Make sure you leave 'number of slots' as '1'**, and choose how many interview slots are available under **'No. of Sequential Slots'**.

#### Adding Interview Breaks

If you have any breaks in between the interviews, then delete the slots where the break should be, and/or it is possible to alter the start times of interview slots by clicking on 'Edit' next to the slot you want to adjust.

Then click 'enter'. If you are happy with the schedule of interview slots, you can now exit the system. **Do not** press **'Enter'** again; as this will duplicate the interview slots you have created.



**CANDIDATES WILL NOW BE ABLE TO SCHEDULE THEIR OWN INTERVIEWS** when they log in to the Application Centre. **(n.b. candidates' statuses must have been changed to 'Invited to selection committee/assessment' for them to be able to select an interview slot).**

If you do not want candidates to be able to schedule their own interviews, this option can be adjusted in the 'Advanced Options' section.

If you experience any problems or have any queries, please contact  
[hr.recruit.support@lse.ac.uk](mailto:hr.recruit.support@lse.ac.uk) or call Krushna Vekariya on ext. 6217