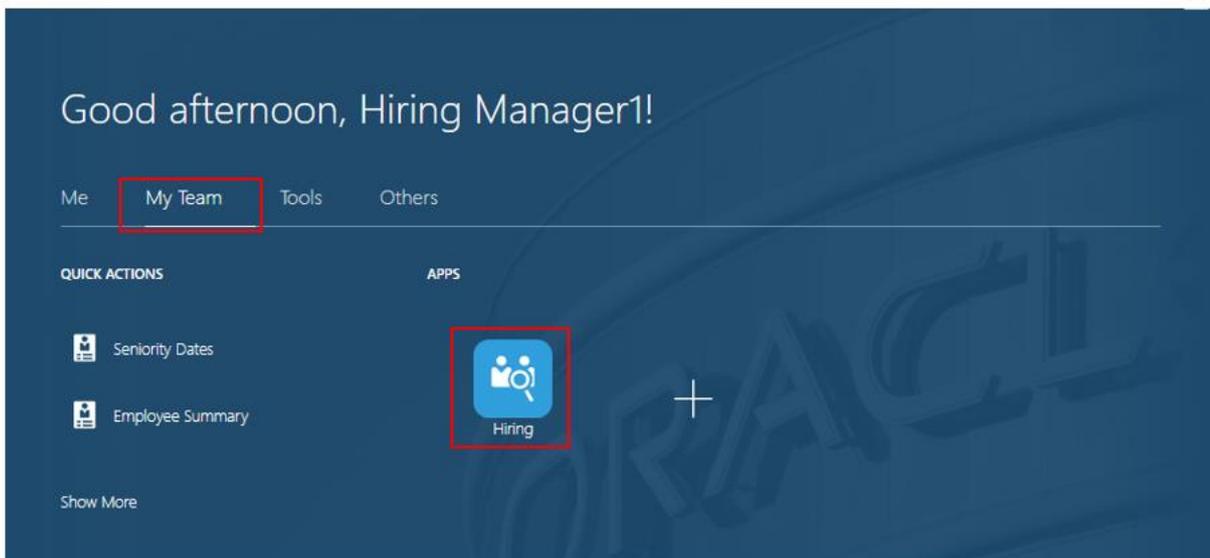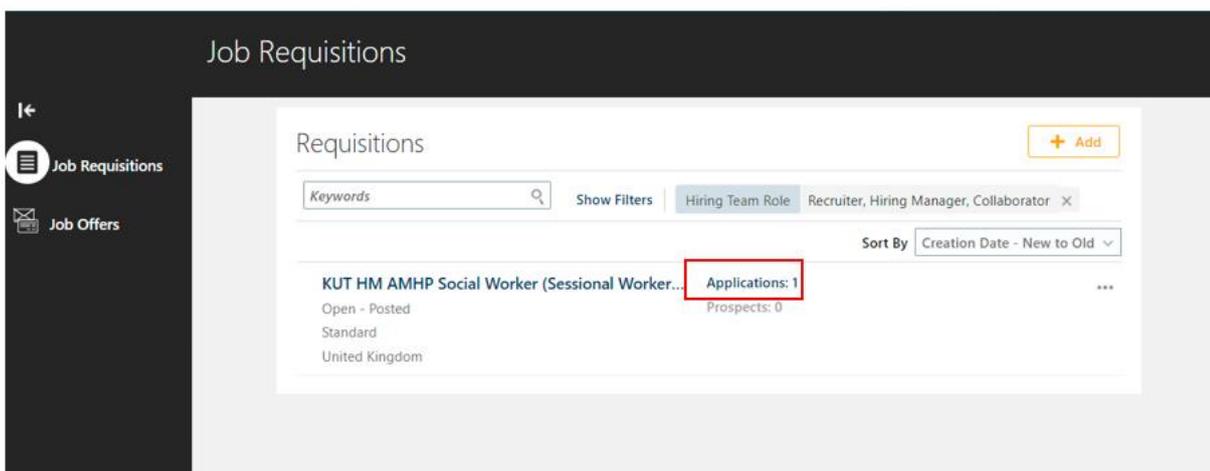**Manager Self Service – Hiring Manager - Oracle Recruitment Cloud (ORC)**

Hiring Team Managed – Cancel Interview

- To cancel an interview slot for a candidate, go to the Home page and click on **Hiring under My Team** section.
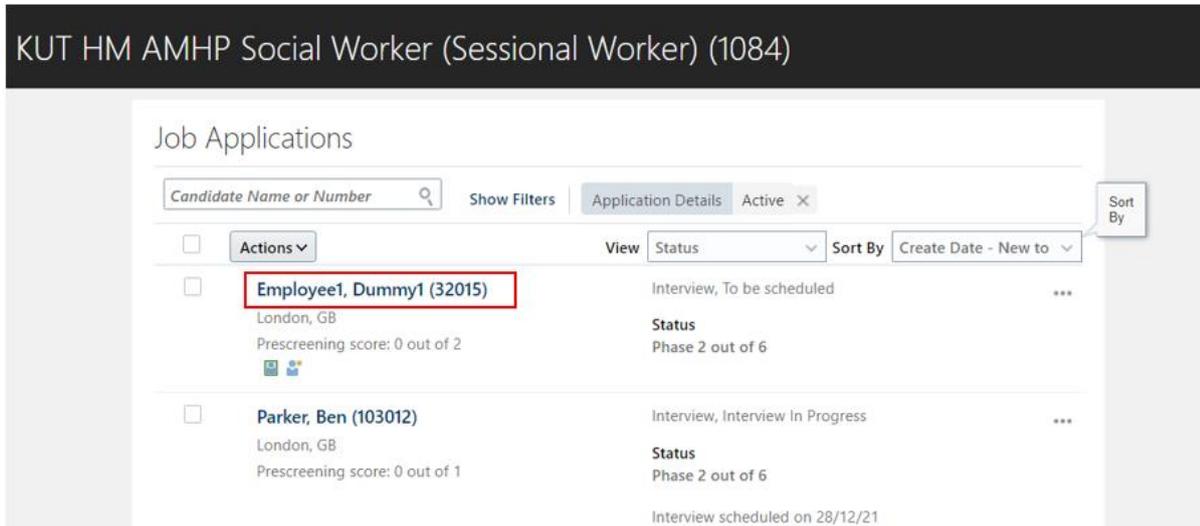

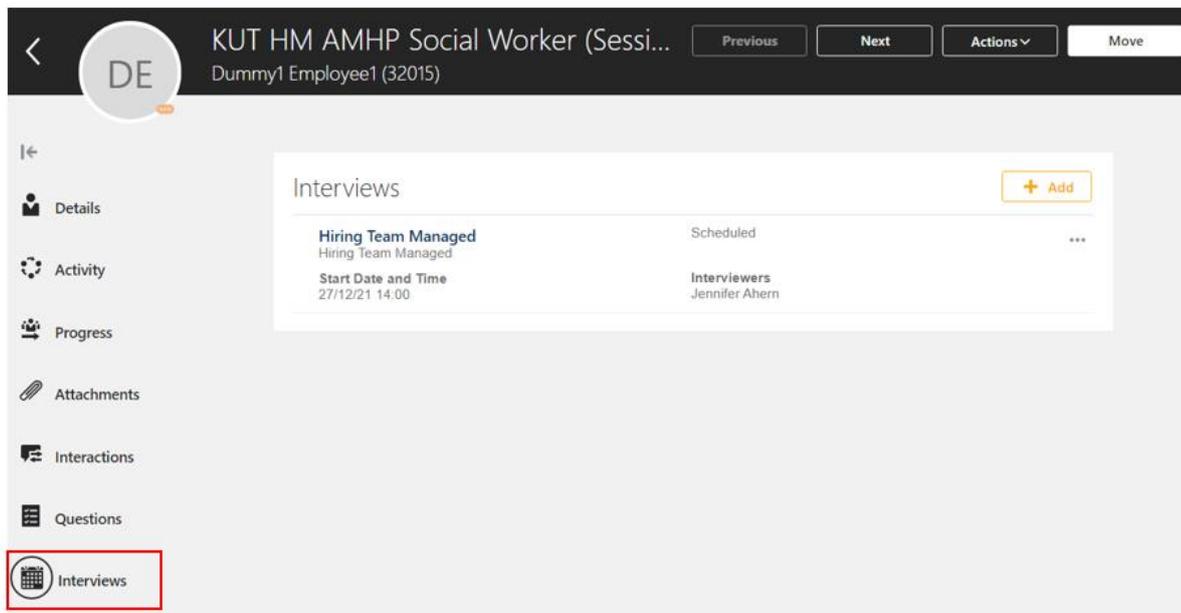- On the **Job Requisitions** page click on the title of the **Applications**.

- Click on the candidate's name to whose interview should be cancelled.
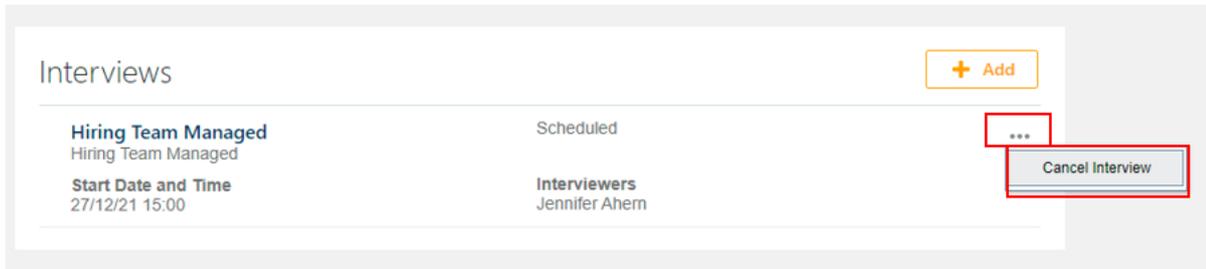
Hiring Team Managed – Cancel Interview

- On **candidate information** page, click on **Interview** section in the left hand column. In I**nterviews** tab, click on **ellipsis (three dots)** to cancel the interview slot for this candidate.
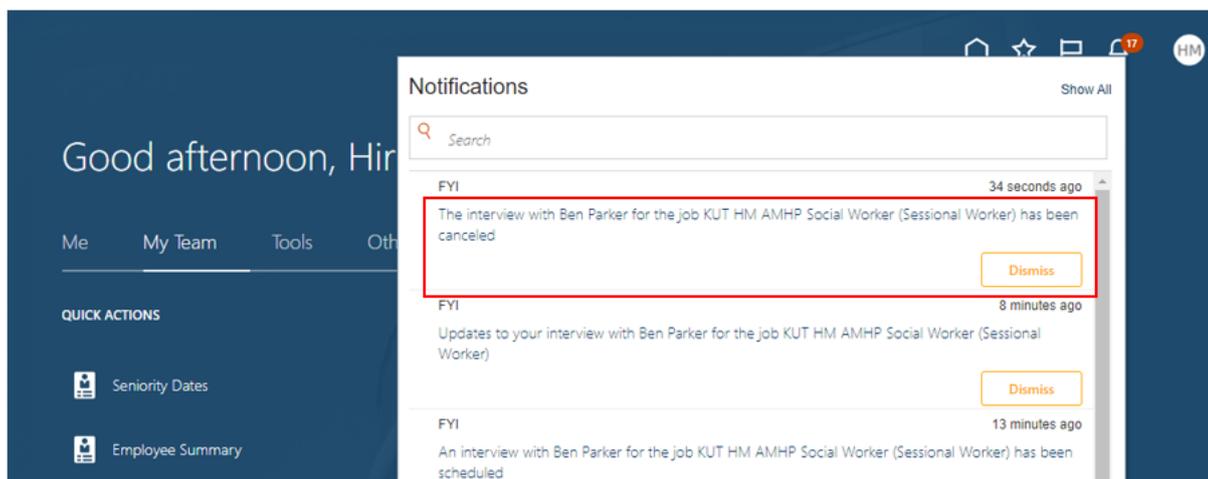

- Select **Cancel interview** from the options.

![Oracle Cloud logo]

Manager Self Service – Hiring Manager - Oracle Recruitment Cloud (ORC)

Hiring Team Managed – Cancel Interview

- When interview is **Cancelled** by hiring manager – **Hiring manager, Interviewer** and **collaborators** will receive **Interview cancelled notification** in the **Bell icon** and in their **Work email** inbox.

When interview is cancelled by Hiring manager the candidate will receive **Interview cancelled notification** as an Email.