

### 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.

Good afternoon	, Hiring Manage	er1!	
Me My Team Tools	Others		
	APPS		
Seniority Dates			
Employee Summary	Hiring		
Show More			

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

Jot	Requisitions
	Requisitions + Add
Job Offers	Keywords         Q         Show Filters         Hiring Team Role         Recruiter, Hiring Manager, Collaborator         ×           Sort By         Creation Date - New to Old         V
	KUT HM AMHP Social Worker (Sessional Worker     Applications: 1       Open - Posted     Prospects: 0
	Standard United Kingdom

• Click on the candidate's name to whose interview should be cancelled.



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

#### Hiring Team Managed – Cancel Interview

Candidate Name or Number       Show Filters       Application Details       Active ×         Actions ~       View       Status       Sort By       Create Date - New to         Employee1, Dummy1 (32015)       Interview, To be scheduled         London, GB       Status         Prescreening score: 0 out of 2       Phase 2 out of 6		
Actions →       View       Status       > Sort By       Create Date - New to         Employee1, Dummy1 (32015)       Interview, To be scheduled         London, GB       Status         Prescreening score: 0 out of 2       Phase 2 out of 6	Candidate Name or Number 🔍 Show Fi	ilters Application Details Active × 8
Employee1, Dummy1 (32015)     Interview, To be scheduled       London, GB     Status       Prescreening score: 0 out of 2     Phase 2 out of 6       Image: Content of the scheduled     Image: Content of the scheduled	Actions ~	View Status View Sort By Create Date - New to V
	Employee1, Dummy1 (32015) London, GB Prescreening score: 0 out of 2	Interview, To be scheduled **** Status Phase 2 out of 6
Parker, Ben (103012) Interview, Interview In Progress	Parker, Ben (103012)	Interview, Interview In Progress ***

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

< DE	KUT HM AMHP Social Worker (Sess Dummy1 Employee1 (32015)	Previous	Next Actions ~	Move
I¢				
Details	Interviews Hiring Team Managed	Scheduled	+ Add	
C Activity	Hiring Team Managed Start Date and Time 27/12/21 14:00	Interviewers Jennifer Ahern		
Progress				
Attachments				
■ Interactions				
Questions				

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



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

#### Hiring Team Managed – Cancel Interview

terviews		+ Add
Hiring Team Managed Hiring Team Managed	Scheduled	eee
Start Date and Time 27/12/21 15:00	Interviewers Jennifer Ahern	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.

		<u>^ + </u>
	Notifications	Show All
Good afternoon. H	Search	
	FYI	34 seconds ago 🔺
Me <b>My Team</b> Tools	The interview with Ben Parker for the job KUT HM AMHP Social Work Oth	er (Sessional Worker) has been
		Dismiss
QUICK ACTIONS	FYI	8 minutes ago
	Updates to your interview with Ben Parker for the job KUT HM AMHP Worker)	Social Worker (Sessional
Seniority Dates		Dismiss
	FYI	13 minutes ago
Employee Summary	An interview with Ben Parker for the job KUT HM AMHP Social Worke scheduled	r (Sessional Worker) has been

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