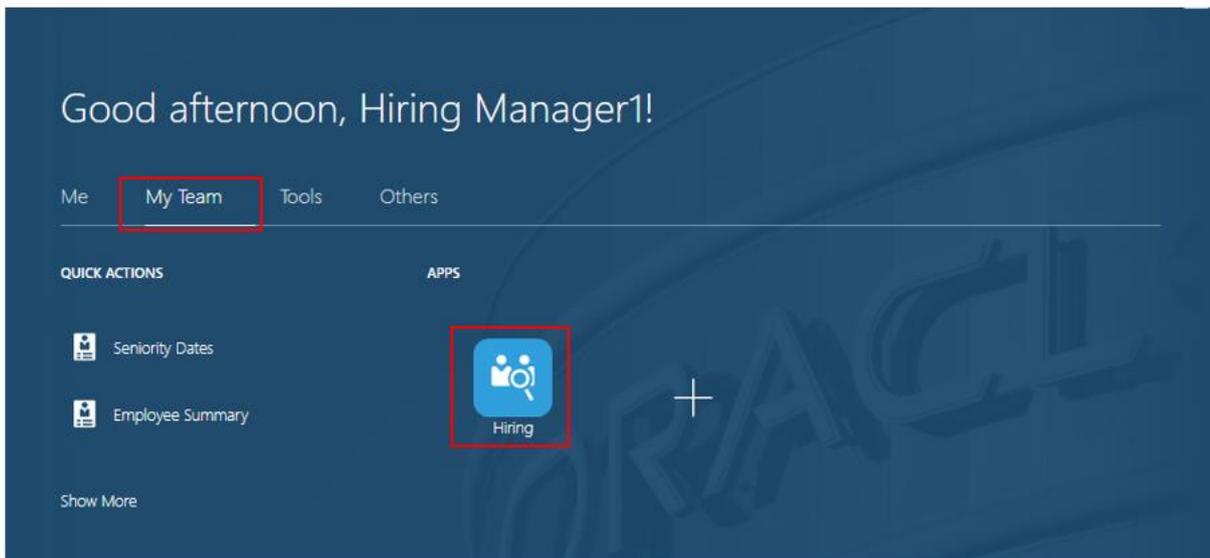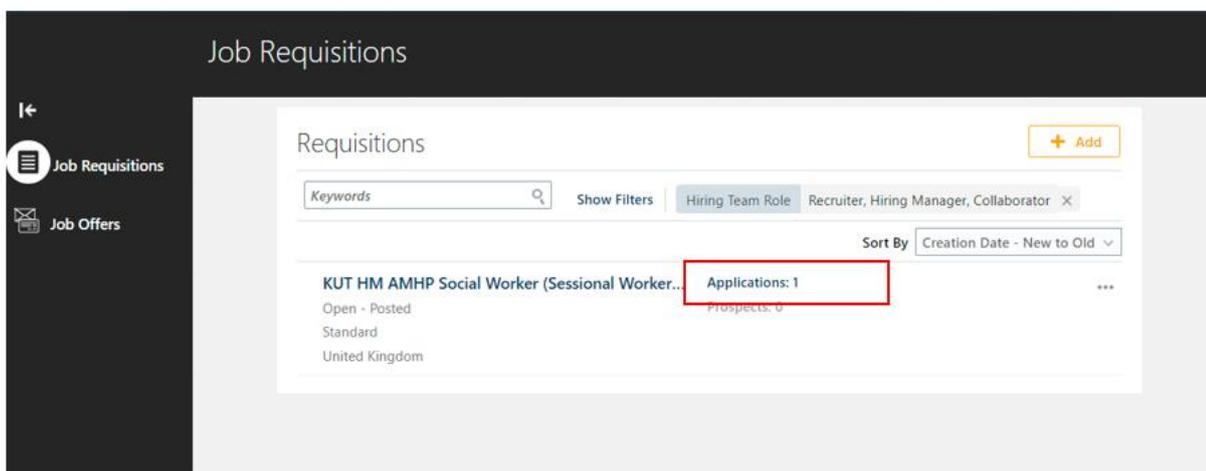**Manager Self Service – Hiring Manager - Oracle Recruitment Cloud (ORC)**

Hiring Team Managed - Reschedule Interview

- To reschedule the interview of candidates, go to Home screen, click on **Hiring** under **My team** Section.

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

- Click on the candidate's name to whose interview should be rescheduled.

- On **candidate information** page, click on **Interview** section in the left column. In **Interviews** tab, click on **interview title** to reschedule interview slot for this candidate.

- On **interview details** page of this slot, Click on **Edit** button to change the date and time of the interview slot.

- Select the rescheduled date and time from the calendar in **start date and time**. Repeat the same process for **End date and time** field.

Manager Self Service – Hiring Manager - Oracle Recruitment Cloud (ORC)
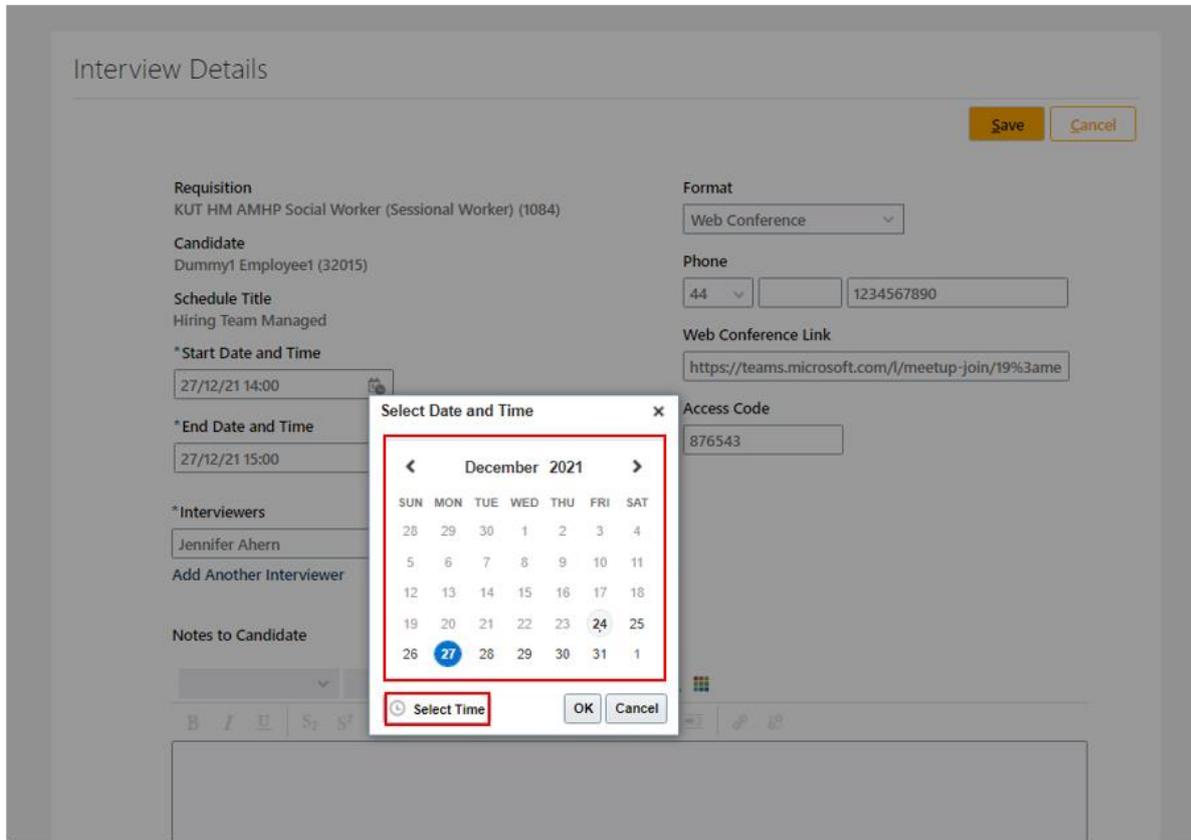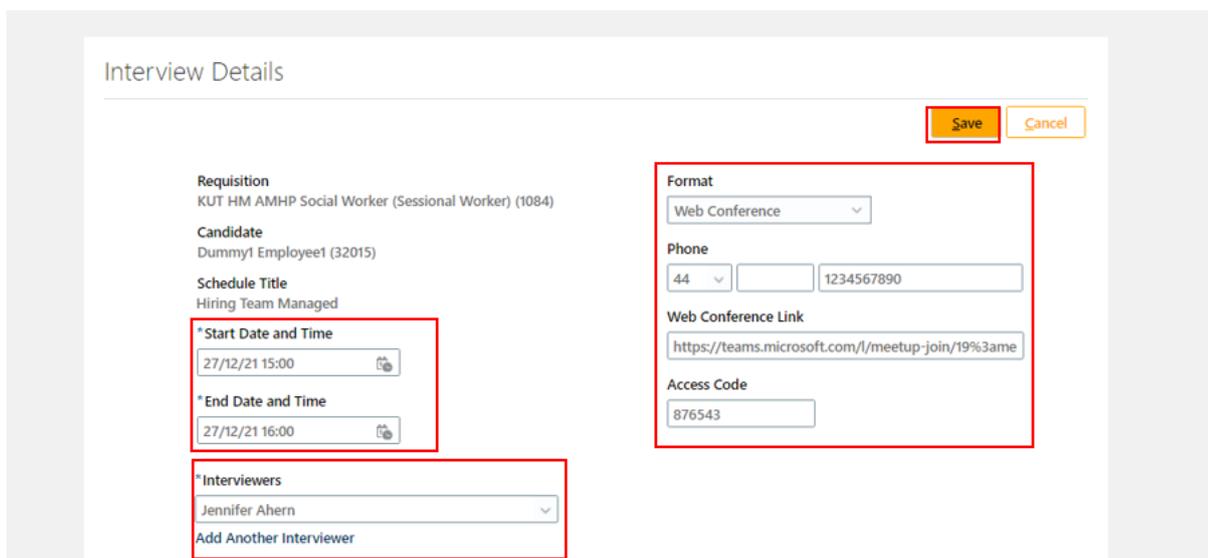
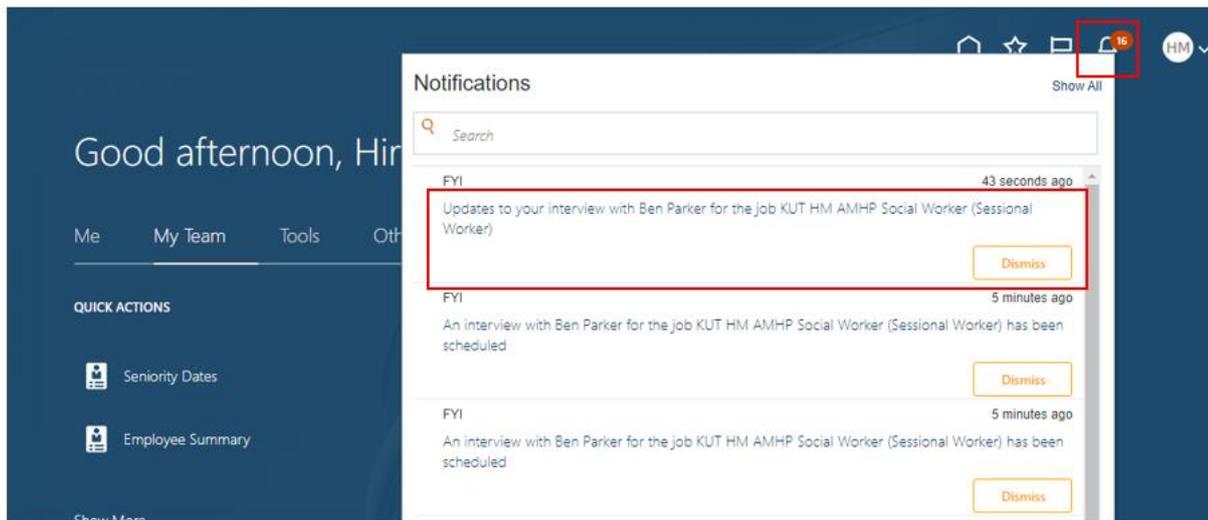**Hiring Team Managed - Reschedule Interview**

- Once the necessary changes are made required for rescheduling, click on **Save** button at the right corner of the interview details tab.

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

Hiring Team Managed - Reschedule Interview

- When interview is **Rescheduled** by Hiring Manager – **Hiring manager, Interviewer** and **collaborators** will receive **Update on the interview notification** in the **Bell icon** and their **Work email** inbox.

When the interview is rescheduled by Hiring Manager the candidate will receive an **Update on the interview notification** as an Email.