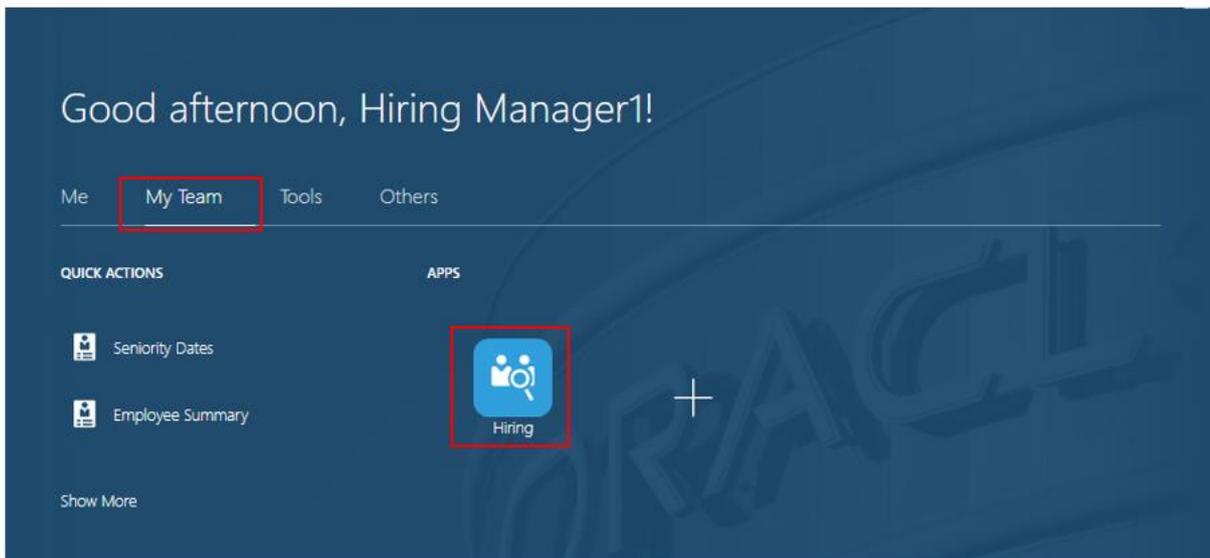


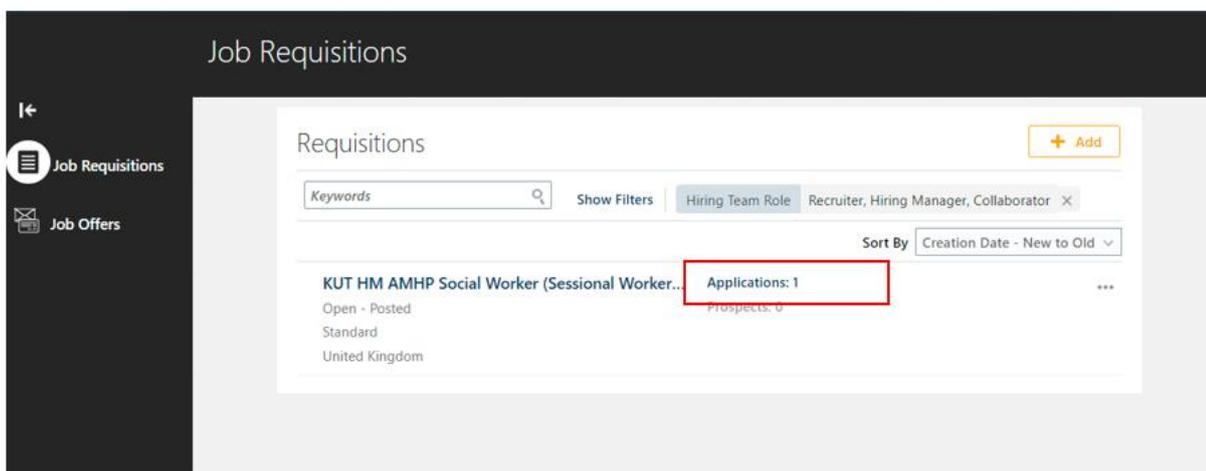
Manager Self Service – Hiring Manager - Oracle Recruitment Cloud (ORC)

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.

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

Hiring Team Managed - Reschedule Interview

KUT HM AMHP Social Worker (Sessional Worker) (1084)

Job Applications

Candidate Name or Number Show Filters Application Details Active X

Sort By

Actions	View	Status	Sort By
<input type="checkbox"/>	Employee1, Dummy1 (32015) London, GB Prescreening score: 0 out of 2	Interview, To be scheduled Status Phase 2 out of 6	Create Date - New to
<input type="checkbox"/>	Parker, Ben (103012) London, GB Prescreening score: 0 out of 1	Interview, Interview In Progress Status Phase 2 out of 6 Interview scheduled on 28/12/21	

- 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.

KUT HM AMHP Social Worker (Sessi... Ben Parker (103012)

Previous Next Actions Move

BP

Interviews + Add

Candidate Managed Candidate Managed Start Date and Time 28/12/21 12:00	Scheduled	Interviewers Jennifer Ahern, Nicole Russell
Hiring Team Managed Hiring Team Managed Start Date and Time 30/12/21 08:00	Scheduled	Interviewers Hiring Manager1

Details
Activity
Progress
Attachments
Interactions
Questions
Interviews
Feedback

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

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

Hiring Team Managed - Reschedule Interview

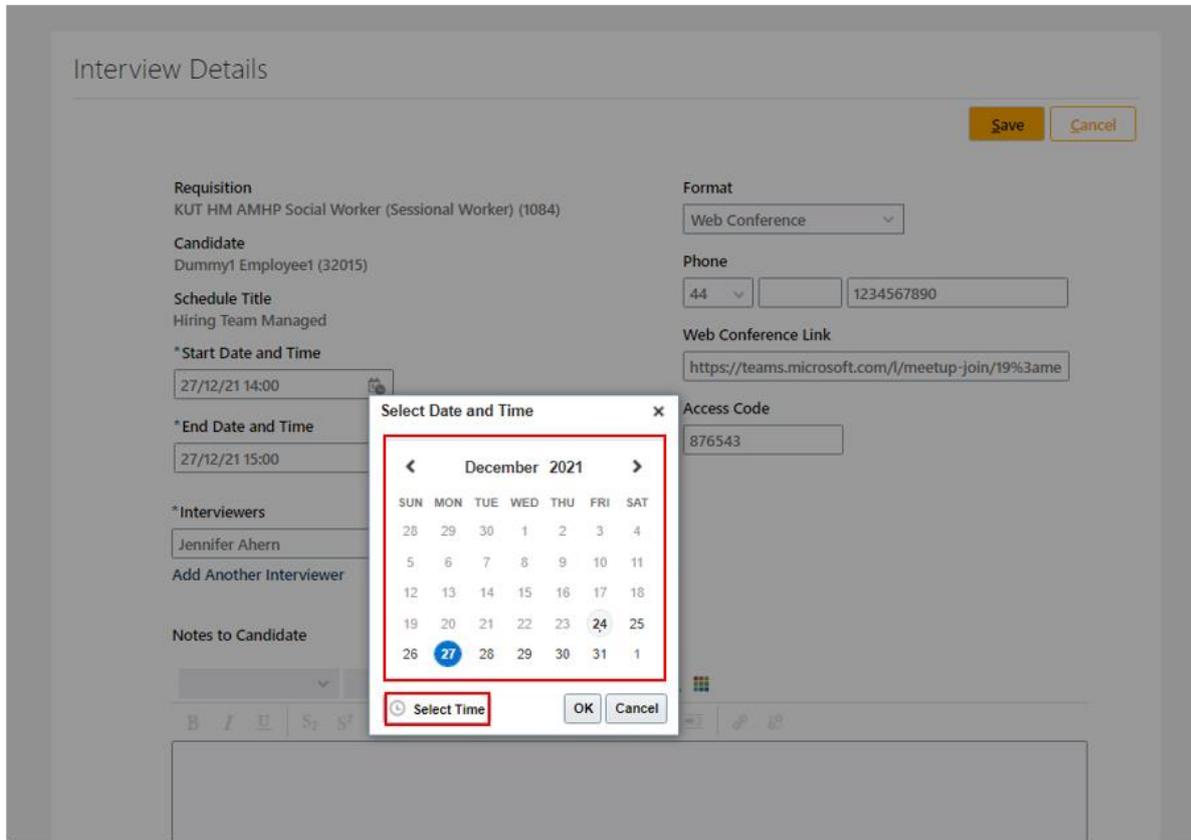
The screenshot displays the Oracle Recruitment Cloud interface for a hiring manager. At the top, there is a navigation bar with a back arrow, a profile icon labeled 'DE', the title 'Hiring Team Managed', and the candidate name 'Dummy1 Employee1 (32015), 1084'. A 'Cancel Interview' button is located in the top right corner. The main content area is titled 'Interview Details' and features an 'Edit' button with a pencil icon. Below this, the interview details are organized into two columns:

Requisition KUT HM AMHP Social Worker (Sessional Worker)	Format Web Conference
Candidate Dummy1 Employee1 (32015)	Phone +44 1234567890
Schedule Title Hiring Team Managed	Web Conference Link https://teams.microsoft.com/l/meetup-join/19%
Start Date and Time 27/12/21 14:00	Access Code 876543
End Date and Time 27/12/21 15:00	
Interviewers Jennifer Ahern	

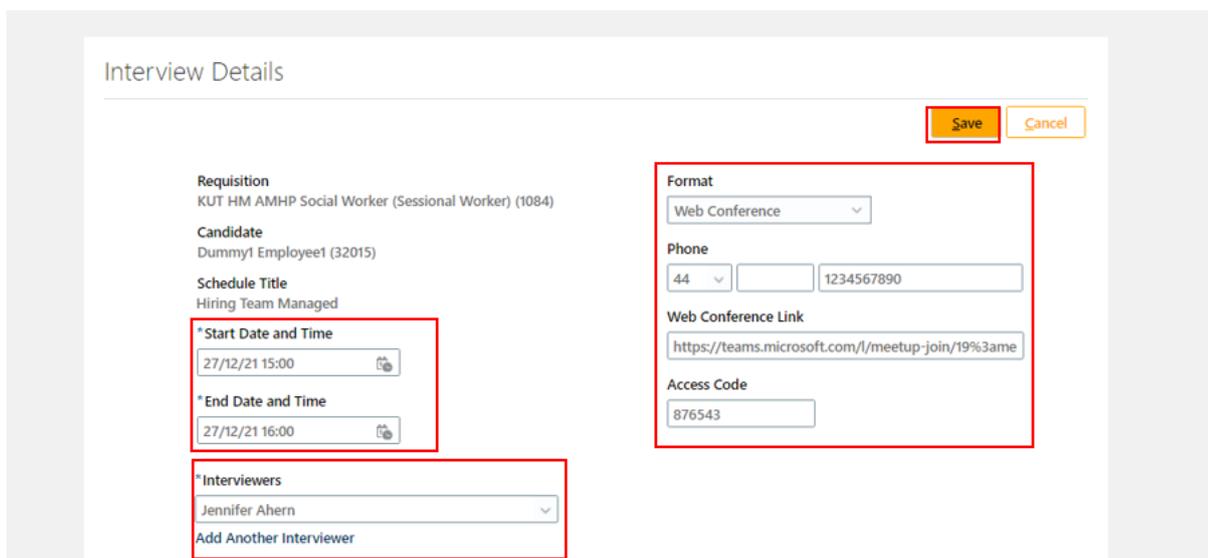
- Select the rescheduled date and time from the calendar in **start date and time**. Repeat the same process for **End date and time** field.

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

Hiring Team Managed - Reschedule Interview



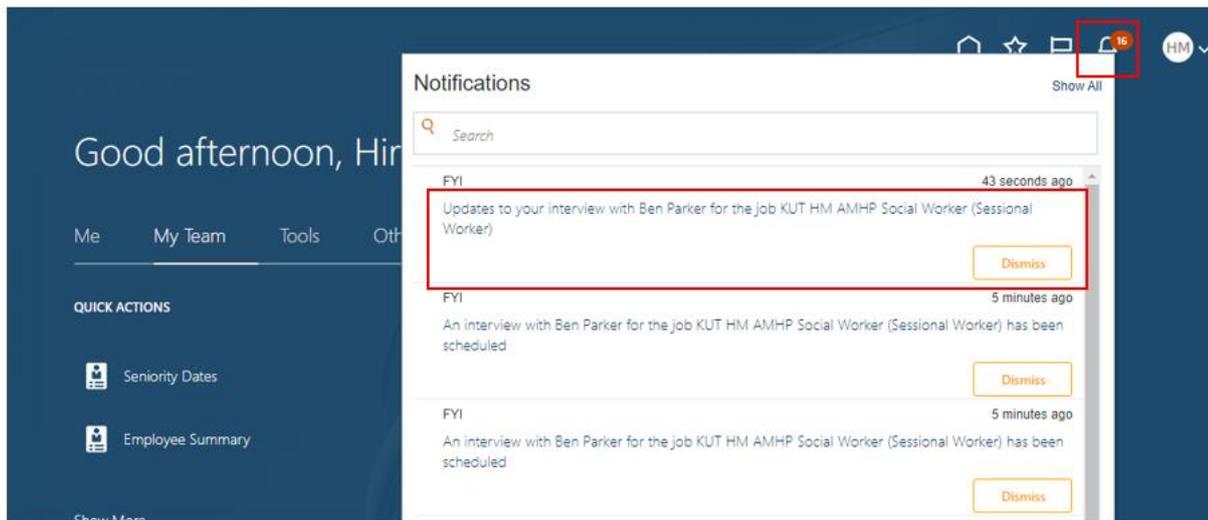
- Once the necessary changes are made required for rescheduling, click on **Save** button at the right corner of the interview details tab.



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.