

VNDLY Training

Interview Management

Role: Supplier

This quick reference guide will provide the steps necessary to accept interviews or request alternative times in Workday VNDLY. This guide covers how to:

- Confirm an interview date and time.
- Withdraw the candidate.
- Suggest alternative times.
- Reschedule and modify confirmed interviews.

When an applied candidate is invited to interview, you will receive a task, email and in app notification (depending on your preferred notification settings). To access the interview request, select the link in the Tasks tile of the Home page, select the link in the email or select the notification.

Confirm Interview Date and Time

1. Under the Jobs tab, select Interview Management, or select New Interview Request from Notifications.
2. Locate the candidate.
3. Select the **Select** button next to the preferred date and time.
4. A pop-up will provide a summary of the interview details prior to confirming the interview acceptance. Enter or review the following details (depending on the mode of the interview):
 - a. Enter the candidate's phone number. If requested, this means that the interviewer will call the candidate for the interview at the scheduled date and time.
 - b. Review the interviewer's phone number. If provided, the candidate should call the interviewer at the scheduled date and time.
 - c. Review the link to interview URL for the video call. You can select the **Copy URL** button to share the link with your candidate.
 - d. Review the interview location for an in-person interview.
5. Select **Confirm Interview**.

Withdraw the Candidate

1. Select the **Withdraw Candidate** button.
2. In the pop-up, select the **Reason** for the withdraw from the pull-down menu.
3. Select **Submit**.

Suggest Alternative Times

1. Under the Jobs tab, select Interview Management.
2. Locate the candidate and expand their section using the down caret.
3. Select the **Suggest Alternative Times** button.

4. In the pop-up, enter the suggested alternative dates and times.
5. Select **Send Message**.
6. The resource manager will review the requested alternatives. You will receive a new email or notification with a new date and time. Follow the steps in the **Confirm Interview Date and Time** section of this guide.

Rescheduling and Modifying Confirmed Interviews

When the resource manager reschedules or modifies an interview, you will receive a new email or notification with a new date and time. Follow the steps in the **Confirm Interview Date and Time** section of this guide.