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Preface

This preface introduces information sources that can help you use the application and this guide.

Oracle Applications Guides

To find guides for Oracle Applications, go to the Oracle Help Center at http://docs.oracle.com/.

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Thank you for helping us improve our documentation.
1 Getting Started

Scheduling Center

The Scheduling Center is a product used with Recruiting to handle automated and high volume scheduling of candidates. This add-on scheduling functionality allows users to schedule any number of screening functions for candidates, including but not limited to:

- job fair or campus appointments
- mass recruitment events
- interviews

The Scheduling Center facilitates the scheduling of these functions through the creation and management of calendars, which are populated with timeslots, into which candidates can schedule appointments. The Scheduling Center sends follow-up invitations (triggered through the candidate selection workflow) and reminder emails and records status messages in the candidate file each time a candidate performs a scheduling activity. The Scheduling Center displays a calendar view for users showing the resulting timetables of which invites are scheduled for each time slot on each day. The Scheduling Center sends email messages to candidates requesting them to schedule an appointment. It also sends emails confirming appointments and reminding candidates about their scheduled appointments.

The Scheduling Center screening service is available in two types of integration:

- Self-service: This integration type is supplied with all applications. In this type, an initial invitation email is sent to the candidate. Emails sent at the different phases of the workflow are controlled through candidate permissions set at the calendar level. The employer (recruiter) is able to manage the appointments of a candidate only if the candidate has logged in to the Scheduling Center at least once.

- Proctored: This integration type is optional and must be activated by Oracle Support. In this type, no initial invitation email is sent to the candidate. Emails sent at the different phases of the workflow are controlled through candidate permissions set at the calendar level. The employer (recruiter) can manage the appointments of a candidate even if the candidate has not logged into the Scheduling Center.

Although two types of integrations exist for the Scheduling Center, both types are configured, activated and used the same way.

Login and Product Access

When users open the Taleo Enterprise solution, the User Sign In page is typically displayed.

On the Sign In page, users can select the language in which they want to use the application. If users change the default language on the Sign In page, the page is displayed in the new language and subsequent Taleo product pages are presented in that language. After selecting a language, users can also instruct the system to "remember" their selection so that the next time they sign in, the User Sign In page will be presented in the language they selected.
If single sign-on (SSO) is not enabled within an organization, users must enter a user name and password on the user Sign In page. The user name and password are provided by system administrators. Users can modify their password. If SSO was configured through a consulting engagement (which requires a statement of work (SOW)), the Sign In page is not displayed and the default language that was configured is used.

Once a user’s credentials are accepted, the Welcome Center or table of contents page is displayed. The Taleo products available for use are dependent on which products were purchased by the organization and on the user’s user type and permissions. If a user has permission to see only one Taleo product and the Display Welcome Center setting is set to "Yes", the product is displayed directly.

Accessing a Taleo Application

Prerequisites
You must have received a user name and password from your system administrator.

Steps
1. Select the language in which you want to use the application.
2. Enter your user name and password.
3. Click Sign In.

Using the Forgot Password Link

Prerequisites
You must have a valid username and email address in your user profile.

Steps
1. Click Forgot Your Password?.
2. Enter your username and email address.
3. Click OK.

Result
If the request comes from an authorized user, an email is sent to the supplied address with a code to access the application.

Next Step
You must click the link provided in the email, enter your username and access code, and provide a new password.
Welcome Center

The Welcome Center is a home page that is displayed to users immediately after they log in. It provides a "one-click" access to Taleo products.

The Welcome Center contains an auxiliary navigation bar, a core navigation bar, a Quick Access panel, and a central panel.

- The auxiliary navigation bar contains links to additional resources such as the online help, setup, and the Sign Out link.
- The core navigation bar is a set of tabs that provide direct links to Taleo products. A user might have a tab for any or all of the following products: Performance, Recruiting, Compensation, Oracle Business Intelligence, Learn, and Configuration.
- The Quick Access panel provides an alternative "one-click" access to the same products available in the core navigation bar. It also provides access to modules within products for example, Onboarding (Transitions), Scheduling Center, and to specific content such as a requisitions and candidate files.
- In the central panel, customers can put information of interest to all Taleo product users. Alternatively, they can create distinct sets of information and associate an information set with a configuration profile.

If the Welcome Center is enabled, it replaces the table of contents page.

Auxiliary Navigation Bar

The auxiliary navigation bar, located at the top right of pages, provides users access to Home, Resources, and Sign Out links.

The table shows the auxiliary navigation bar options.

<table>
<thead>
<tr>
<th>Auxiliary Navigation Bar Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>If you have access to multiple Taleo products and you click Home, the Welcome Center is displayed.</td>
</tr>
<tr>
<td>Resources</td>
<td>May include:</td>
</tr>
<tr>
<td></td>
<td>- My Setup: Access to the Language drop-down menu where you can select the content language for the product.</td>
</tr>
<tr>
<td></td>
<td>- About: Information about the product such as the version number and the build number that you need to provide to Oracle Support when you need to contact them.</td>
</tr>
<tr>
<td>Sign Out</td>
<td>Terminates the session and you are automatically signed out of all Taleo products.</td>
</tr>
</tbody>
</table>

Core Navigation Bar

The core navigation bar provides users access to the Scheduling Center, Reports, and Configuration tabs.

The table shows the core navigation bar options.
<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling Center</td>
<td>Gives users access to the Calendars page where they can create calendars and update existing ones.</td>
</tr>
<tr>
<td>Reports</td>
<td>Gives users access to a list of reports they can run:</td>
</tr>
<tr>
<td></td>
<td>• Roster Schedule</td>
</tr>
<tr>
<td></td>
<td>• Scheduled Appointments (visible to Administrators only)</td>
</tr>
<tr>
<td></td>
<td>• Appointment Summary Report (visible to Administrators only)</td>
</tr>
<tr>
<td></td>
<td>• Arrival Status Report (visible to Administrators only)</td>
</tr>
<tr>
<td>Configuration</td>
<td>Gives Administrators access to the following configuration features:</td>
</tr>
<tr>
<td></td>
<td>• Candidate Portal Messaging</td>
</tr>
<tr>
<td></td>
<td>• Email Templates</td>
</tr>
<tr>
<td></td>
<td>• Locations</td>
</tr>
<tr>
<td></td>
<td>• Create Users</td>
</tr>
<tr>
<td></td>
<td>• Import Calendars</td>
</tr>
<tr>
<td></td>
<td>• Display Time Zones</td>
</tr>
<tr>
<td></td>
<td>• Display Languages</td>
</tr>
<tr>
<td></td>
<td>• Mass Update</td>
</tr>
<tr>
<td></td>
<td>• Default Weekdays</td>
</tr>
<tr>
<td></td>
<td>• Resend Candidate Submissions</td>
</tr>
<tr>
<td></td>
<td>• Schedule Appointments Email</td>
</tr>
</tbody>
</table>
2 Scheduling Center Permissions

Permissions for Performing Actions in Scheduling Center

Actions that users can perform in the Scheduling Center are determined by a combination of user type permission and their calendar role on each calendar. This includes:

- SmartOrg user type permissions assigned to the user.
- Calendar Role assigned to the user for each calendar.

Additionally, candidates may be granted permissions for actions on specific calendars based on the Candidate Self-service Level set for that calendar.

User Types and Calendar Roles

The table shows user types, calendar roles, and permissions.

<table>
<thead>
<tr>
<th>User Type</th>
<th>SmartOrg User Type Permission</th>
<th>Taleo Scheduling Center Privileges</th>
<th>Calendar Role Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling Center Administrator</td>
<td>Manage Scheduling Center</td>
<td>Create, Manage, and Edit all Calendars</td>
<td>Automatically is granted all Calendar Roles for all calendars.</td>
</tr>
<tr>
<td>Scheduling Center User</td>
<td>Access Scheduling Center</td>
<td>Access to Scheduling Center Only</td>
<td>Must be granted a Calendar Role to perform actions on calendars.</td>
</tr>
</tbody>
</table>
| Scheduling Center User      | Create Calendars and access Scheduling Center | • Access to Scheduling Center  
• Create Calendars  
• Duplicating Self-Created Calendars | Automatically is granted the Calendar Owner Calendar Role for self-created calendars. Must be granted a Calendar Role to perform actions on other calendars. |
| Candidate User              | None                           | None                                              | Candidate Self-Service Level                                                        |

Administrator User

The Administrator user has all permissions, for all calendars in the Taleo Scheduling Center.

The Administrator can create, manage, and edit all calendars. The Administrator can also assign ownership of a calendar or access to calendars to a user. The Administrator has all the permissions of the following calendar roles:

- Read-Only
- Mark Arrived/No Show
• Manage Timeslots

• Administer Calendars

The Administrator does not necessarily have administrator rights for the Taleo Recruiting Center.

The Administrator must be granted the Manage Scheduling Center user type permission in SmartOrg Administration (Configuration > [SmartOrg] Administration > [Users] User Types > Recruiting > Scheduling).

Scheduling Center User
The Scheduling Center user has access to the Scheduling Center.

Users can be granted one of the following two SmartOrg user type permissions:

The table shows permissions for Scheduling Center users.

<table>
<thead>
<tr>
<th>User Type Permission</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create calendars and access Scheduling Center</td>
<td>Configuration &gt; [SmartOrg] Administration &gt; [Users] User Types &gt; Recruiting &gt; Scheduling</td>
</tr>
<tr>
<td>Access Scheduling Center</td>
<td>Configuration &gt; [SmartOrg] Administration &gt; [Users] User Types &gt; Recruiting &gt; Scheduling</td>
</tr>
</tbody>
</table>

The Access Scheduling Center user type permission gives users access to the Scheduling Center. The functions users will be allowed to perform in the Scheduling Center will depend on the Calendar Role.

The Create calendars and access Scheduling Center user type permission allows users to create calendars via the Add New Calendar button in the Scheduling Center. Users granted this permission will automatically be assigned the Calendar Owner role, although the creator does not have to be the owner. Users with this user type permission will still need to be assigned calendar roles for other calendars they do not own or create.

Users granted the Create calendars and access Scheduling Center user type permission can choose another Calendar Owner or remain the Calendar Owner. However, these users will always keep the Calendar Owner role allowing them to go back to the calendar after creation.

The Create calendars and access Scheduling Center user type permission should be used to grant users the ability to create calendars without granting full Scheduling Center configuration rights.

Granting Users Access to the Taleo Scheduling Center

**Prerequisites**

The Manage User Types and Access Administration user type permissions are required.

The user being granted access to the Taleo Scheduling Center must be active.

The administrator must know the user type assigned to the user.
Configuration - [SmartOrg] Administration - [Users] User Types

Steps

1. Select a user type.
2. In the Recruiting functional domain, click Edit next to Scheduling Center.
3. Select the desired permission: Access Scheduling Center OR Create calendars and access Scheduling Center.
4. Click Save.

Next Step

Users must try at least once, unsuccessfully, to sign in to the Taleo Scheduling Center. Only then will the Administrator be able to grant the user permissions for the Taleo Scheduling Center.

Calendar Role

A calendar role is the right of a user to perform a task in the Scheduling Center.

A calendar role is the right of a user to perform a task in the Scheduling Center. Calendar roles are granted to users by a Scheduling Center Administrator or by a user granted the Create calendars and access Scheduling Center user type permission when the calendar is created or by the Calendar Owner or an Administer Calendars user. The role a user is granted is for a specific calendar. Before a role can be granted to a user, the user must first be granted access to the Scheduling Center by a Recruiting Center system administrator. The users must try (but will not succeed) at least once to connect to the Scheduling Center for the to be able to grant them a role. A user will only be able to successfully connect to the Scheduling Center once he/she has been granted a Calendar Role.

A Calendar Owner, an Administer Calendars, and an Administrator can grant the following types of Calendar Roles:

The table shows calendar role types.

<table>
<thead>
<tr>
<th>Calendar Role Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read-Only</td>
<td>A Read-Only user can only view information in the Scheduling Center. Information available is:</td>
</tr>
<tr>
<td></td>
<td>• calendars</td>
</tr>
<tr>
<td></td>
<td>• calendar roles</td>
</tr>
<tr>
<td></td>
<td>• timeslots</td>
</tr>
<tr>
<td></td>
<td>The Read-Only user can access the system to track candidate attendance to interviews.</td>
</tr>
<tr>
<td></td>
<td>A user is granted a Read-Only role by an Administrator, a Calendar Owner, or an Administer Calendars user in the Scheduling Center for a specific calendar.</td>
</tr>
<tr>
<td></td>
<td>The same user can have different roles for different calendars.</td>
</tr>
</tbody>
</table>
## Calendar Role Type

<table>
<thead>
<tr>
<th>Role Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Mark Arrived/No Show**      | A Mark Arrived/No Show user can only indicate if a candidate has arrived or not for an appointment. The Scheduling Center has a level of access which allows a user to read data in the system and to record whether candidates arrived for their appointments or were “no-shows.” These users may be greeters or reception desk workers who are employed by the recruiting company. A user that has been granted a Mark Arrived/No Show role has all the permissions of a read-only user and can also mark in the calendar if a candidate has arrived to an interview or if he/she did not show up.  
A user is granted a Mark Arrived/No Show role by an Administrator, a Calendar Owner, or an Administer Calendars user in the Scheduling Center.  
The same user can have different permissions for different calendars. |
| **Schedule Appointments**     | A Schedule Appointments user can manage appointments and decline invitations on behalf of a candidate.  
The Scheduling Center has a Schedule Appointments level of access which allows a user to:  
- decline an invitation  
- schedule an appointment on behalf of a candidate  
- reschedule an appointment on behalf of a candidate  
- cancel an appointment on behalf of a candidate  
A user that has been granted a Schedule Appointments role has all the permissions of a Read-Only and Mark Arrived/No Show user.  
A user is granted a Schedule Appointments role by an Administrator, a Calendar Owner, or an Administer Calendars user in the Scheduling Center.  
To manage appointments on behalf of a candidate, the user granted a Schedule Appointments permission must have access to the Recruiting Center for a specific calendar.  
For the self-service integration type, to be able to manage appointments on behalf of a candidate, the candidate must first log in to Scheduling Center via the initial invitation email to activate communication between Scheduling Center and Recruiting Center.  
For the proctored integration type, the user can manage the appointments of the candidate, even if the candidate did not log into a Career Section.  
The same user can have different permissions for different calendars. |
| **Manage Timeslots**          | A Manage Timeslots user can manage timeslots, days and the number of appointments available per timeslots.  
The Scheduling Center has a Manage Timeslots level of access which allows a user to:  
- lock and unlock days  
- delete timeslots in a calendar  
- set the number of appointments available per timeslots  
A user that has been granted a Manage Timeslots role has all the permissions of a Read-Only, Mark Arrived/No show and Schedule Appointments user.  
A user is granted a Manage Timeslots role by an Administrator, a Calendar Owner or an Administer Calendars user in the Scheduling Center.  
The same user can have different permissions for different calendars. |
### Calendar Role Type

<table>
<thead>
<tr>
<th>Calendar Role Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| Administer Calendars | An Administer Calendars user has all permissions for a specific calendar. An Administer Calendars user has managing rights for a specific calendar, that is:  
  - edit the calendar  
  - manage timeslots  
  - manage days  
  - grant and revoke calendar roles to other users  
  An Administer Calendars user cannot create calendars, revoke the rights of a Calendar Owner or of an Administrator. 
  A user is granted the Administer Calendars role by an Administrator or a Calendar Owner in the Scheduling Center. |

Ownership of a calendar can only be granted and revoked by a Scheduling Center Administrator.

Roles are granted for a specific calendar. For example, a user may have a Read-Only calendar role for one calendar and an Administer Calendars role for another calendar.

### Granting Users a Calendar Role

**Prerequisites**

The user being granted a Calendar role must have tried at least once to connect to the Scheduling Center, otherwise the name of the user will not appear in the user drop-down list.

A user type of Access Scheduling Center or Create Calendars and access Scheduling Center and a Calendar role grant users access to this feature.

**Steps**

1. Click Scheduling Center.
2. In the Calendars page, click Modify next to a calendar.
3. Click Add/Modify Calendar Permissions.
4. Click Select User to select the desired user.
5. Select a permission for the calendar, that is Read only, Mark Arrived/No Show, Schedule Appointments, Manage Timeslots, Administer Calendars.
6. Click Create Permission.

**Result**

The page displays the assigned Calendar roles, with the role newly created included in the listing.

### Editing the Permission of a Calendar Role

**Prerequisites**
A user type permission and a Calendar role grant users access to this feature.

Steps

1. Click Scheduling Center.
2. In the Calendars page, click Modify next to a calendar.
3. Click Add/Modify Calendar Permissions.
4. Click Select User to select the desired user.
5. Select a new permission for the calendar, that is Read only, Mark Arrived/No Show, Schedule Appointments, Manage Timeslots, Administer Calendars.
6. Click Create Permission.

Result

The newly assigned permission appears in the page.

Removing a Calendar Role

Prerequisites

A user type permission and a Calendar role grant users access to this feature.

Steps

1. Click Scheduling Center.
2. In the Calendars page, click Modify next to a calendar.
3. Click Add/Modify Calendar Permissions.
4. Click Remove next to the user you wish to remove.
5. Click Yes to confirm that you want to remove the calendar role.

Result

The page refreshes and the deleted user is removed from the listing.

Candidate Self-Service Level

The candidate permission set for the calendar determines what candidates will be able to perform when signing in to the Scheduling Center.

During a requisition process, a candidate can receive an invitation to book an appointment. Candidates can access the Scheduling Center only if they have received an email with an invitation to book an appointment. Depending on the permission set for the calendar, candidates can perform several functions such as book an appointment, schedule later or decide they are no longer interested.

A Scheduling Center Administrator can set for a calendar the access level candidates will have when accessing the Scheduling Center. Permissions are linked to the calendar, not to the candidate. When a candidate signs in to the Scheduling Center, the candidate is granted the permission level set for the calendar being used to manage appointments.
There are three levels of candidate permission an Administrator can set for a calendar:

- **Full**: When signing into the Scheduling Center, the candidate will be able to fully manage his/her appointments that is, cancel, reschedule, book, decline.

- **None**: For the self-service integration type, the candidate will only receive an initial invitation. When signing into the Scheduling Center, the candidate will only be able to view his/her pending invitations. Users will be unable to manage appointments. For the proctored integration type, no invitation email is sent to the candidate. The user with a Schedule Appointments, Administer Calendars, Calendar Owner or Administrator role will need to manage candidate appointments. The candidate will receive a reminder email confirming the appointment booked by the user.

- **Only Cancel Appointments**: When signing into the Scheduling Center, the candidate will only be able to cancel his/her appointments. The user with a Schedule Appointments, Administer Calendars, Calendar Owner, or Administrator role will need to manage candidate appointments.

### Setting Candidate Permissions

To determine if candidates are allowed to manage or not their appointments, the candidate permission must be set for the calendar.

**Prerequisites**

If creating the calendar, the user must be an Administrator or a Create Calendar user type.

If the calendar is already created, the user must have an Administer Calendar role or be the Calendar Owner.

**Steps**

1. Click Scheduling Center.
2. In the Calendars page, click Modify next to the name of a calendar.
3. In the Candidate Self Service Level field, select the access level permission for candidates.
4. Click Save.

**Result**

Depending on the type of permission set for the calendar, reminder emails sent to candidates will include or not an active link to access the Scheduling Center.
3 Scheduling Center Configuration

Configuring Scheduling Center in Recruiting Administration

The following steps are required to configure the Scheduling Center as a service in Recruiting Administration. Phases must be configured before the Scheduling Center Screening Service can be configured.

All steps must be completed for both the Scheduling Center screening service and the Scheduling Center (Proctored) service.

1. Activating the Taleo Scheduling Center Screening Service.
2. Configuring Taleo Scheduling Center Screening Service Settings.
3. Configuring Taleo Scheduling Center Input Fields.
4. Configuring Taleo Scheduling Center Results Fields.
5. Configuring Taleo Scheduling Center Screening Service User-defined Forms.
6. Previewing a Screening Service User-defined Form.
7. Configuring Taleo Scheduling Center Screening Service Labels.
8. Previewing a Service Label.
9. Configuring the Taleo Scheduling Center Candidate Selection Workflow.
10. Selecting a Message Template for the Taleo Scheduling Center Screening Service.

Activating the Scheduling Center Screening Service

Prerequisites

The Access Screening Services configuration and the Access Administration user type permissions are required.

The Scheduling Center and the Scheduling Center (Proctored) services have been created.
The screening service must be inactive.

Configuration - [Recruiting] Administration - Screening Services

Steps

1. Click Taleo Scheduling Center service name.
2. Click Activate located next to the name of the service.
3. Click the Taleo Scheduling Center (Proctored) service name.
4. Click Activate located next to the name of the service.
**Result**
The service is available in the Recruiting Center when users request an external service.

**Next Step**
Activating the Taleo Scheduling Center (Proctored) screening service.

**Configuring Scheduling Center Screening Service Settings**

**Prerequisites**
The Access Administration user type permission is required.

**Configuration - [Recruiting] Administration - Screening Services**

**Steps**
1. Click Taleo Scheduling Center.
2. Click Edit next to Properties.
3. In the Settings section, configure the assessment settings as desired. For details, see Taleo Scheduling Center Screening Service Properties, Settings, and Fields.
4. Click Save.

**Next Step**
Configuring Screening Service Settings for Taleo Scheduling Center (Proctored).

**Configuring Scheduling Center Input Fields**

**Prerequisites**
The Access Administration user type permission is required.

**Configuration - [Recruiting] Administration - Screening Services**

**Steps**
1. Click Taleo Scheduling Center.
2. Click the name of an Input field.
3. Click Edit next to Properties.
4. Under Name, enter the name of the field if you want to override the default name.
5. Under Default Value, select the calendar that will appear by default in the calendar field located in the requisition Screening block. For details, see Taleo Scheduling Center Screening Service Properties, Settings, and Fields.
6. Click Save.

**Next Step**
Configuring Scheduling Center Result Fields

Prerequisites

The Access Administration user type permission is required.

Steps

1. Click Taleo Scheduling Center.
2. Click the name of a Result field.
3. Click Edit next to Properties.
4. Under Name, enter the name of the field if you want to override the default name.
5. Click Save.

Next Step

Configuring Result Fields for Taleo Scheduling Center (Proctored).

Configuring Scheduling Center Screening Service User-defined Forms

Prerequisites

The Access Administration user type permission is required.

Steps

1. Click Taleo Scheduling Center.
2. Under User-defined Forms, configure the following elements.
   - Capture of input fields: This is where you define how the Scheduling Center field (input field) will appear in the requisition file in Edit mode. You can define elements such as the field type (drop-down list, radio button) and if the field is mandatory.
   - Display of input fields: This is where you define how the Scheduling Center field (input field) will appear in the requisition file in View mode. You can define elements such as the field type (drop-down list, radio button) and if the field is mandatory.
   - Display of result fields: This is where you define how the Scheduling Center result fields will appear in the candidate submission.
   - Display of result set fields: This is used only for those external partners whose certification includes result set fields. Scheduling Center does not use this kind of fields. Therefore, nothing to configure here.
3. Click Save.

Next Step
Configuring User-defined Forms for Taleo Scheduling Center (Proctored).

Previewing a Screening Service User-defined Form

Prerequisites
The Access Screening Services configuration and the Access Administration user type permissions are required.

Configuration - [Recruiting] Administration - Screening Services

Steps
1. Click a screening service.
2. Click Preview this form located beside the form you want to preview.

Result
The final layout of a user-defined form used in a screening service is displayed to the system administrator.

Configuring Scheduling Center Screening Service Labels

Prerequisites
The Access Administration user type permission is required.

Configuration - [Recruiting] Administration - Screening Services

Steps
1. Click Taleo Scheduling Center.
2. Click Edit next to Labels.
3. Select the language of the message.
4. Complete the fields as desired. For details, see Taleo Scheduling Center Screening Service Properties, Settings, and Fields.
5. Click Save.
6. Click Preview next to Labels to see how the message will appear to candidates.

Previewing a Service Label

Prerequisites
The Access Screening Services configuration and the Access Administration user type permissions are required.
Configuration - [Recruiting] Administration - Screening Services

Steps
1. Click on the name of the service.
2. Click Preview next to Labels.

Result
The labels will be displayed as the candidate will see them.

Configuring the Scheduling Center Candidate Selection Workflow

Prerequisites
The Access Administration user type permission is required.

Configuration - [Recruiting] Administration - Screening Services

Steps
1. Click Taleo Scheduling Center.
2. Click Create next to CSW Actions.
3. Complete the fields as desired. For details, see Assessment CSW Actions.
4. Click Save.

Result
When the candidate selection workflow is used in the Recruiting Center, the execution of the Taleo Assessment will be carried out automatically.

Next Step
Configuring Candidate Selection Workflow for Taleo Scheduling Center (Proctored).

Selecting Message Templates for the Scheduling Center

Prerequisites
The Access Administration user type permission is required.

Configuration - [Recruiting] Administration - Screening Services

Steps
1. Click Taleo Scheduling Center.
2. Click Edit next to Correspondence.
3. Click Select under Message template (internal candidates).
4. Select the message template you want to send to internal candidates.
5. Click Select.
6. Click Select under Message template (external candidates).
7. Select the message template you want to send to external candidates.
8. Click Select.
9. Click Save.

Result
The candidate will receive an e-mail based on these templates, depending on whether the candidate is an internal or external candidate. The e-mail will contain a link to an appointment invitation.

Next Step
Configuring Message Templates for Taleo Scheduling Center (Proctored).

Scheduling Center Screening Service Properties, Settings, and Fields

The table shows Scheduling Center screening service properties.

<table>
<thead>
<tr>
<th>Scheduling Center Screening Service Property</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Value: Taleo Scheduling Center or Taleo Scheduling Center (Proctored)</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Description</td>
<td>Value: The Taleo Scheduling Center automatically schedules candidates you designate on calendars you can control.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Provider Name</td>
<td>Taleo</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Provider Description</td>
<td>Taleo</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Type</td>
<td>Scheduling Center</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Status</td>
<td>Possible values are Active, Inactive.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Code</td>
<td>Code given to Taleo Scheduling Center.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
</tbody>
</table>

The table shows Scheduling Center screening service settings.
<table>
<thead>
<tr>
<th>Scheduling Center Screening Service Setting</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validity Period</td>
<td>Value: Always valid</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Candidate must answer email within (in hours)</td>
<td>Value: 0</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>This service is mandatory for new requisitions and for those updated while in &quot;Draft&quot; status</td>
<td></td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Access this service through the browser full-screen mode</td>
<td>Provided pop-up calendar delivery is used, this setting directs the browser to ignore the latest defined pop-up size and instead present the Taleo Scheduling Center in full-screen mode.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Client Identifier</td>
<td>Client ID is assigned when Taleo Scheduling Center is created.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
<tr>
<td>Delay to wait before timing out a request (in hours)</td>
<td>When a request times out the system will no longer try to receive a candidate appointment.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; [Properties] &gt; Edit</td>
</tr>
</tbody>
</table>

The table shows Scheduling Center screening service input field properties.
<table>
<thead>
<tr>
<th>Scheduling Center Screening Service Input Field Property</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AssessmentID</td>
<td>The calendar associated with the initial interview phase of the CSW.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Input Fields &gt; Version [Properties] &gt; Edit</td>
</tr>
<tr>
<td></td>
<td>The properties of the input field are:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Code: The internal name of the input field. The code is a read-only property.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Name: The label of the field in the requisition file. For example, Calendar ID 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Domain: The type of field. The domain is a read-only property.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mandatory: If the service definition specifies the field as being mandatory, then the input field will always be mandatory. If the service definition specifies the field as optional, then you can configure the field as being either mandatory or optional. For example, if the input field is mandatory, then in the Recruiting Center, the Assessment Version field in the requisition file Screening block will have a red asterisk to indicate that the field must be completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Default Value: Calendar displayed by default in the requisition file.</td>
<td></td>
</tr>
<tr>
<td>AssessmentId2-AssessmentId10</td>
<td>The calendar associated with the interview phases of the CSW, after the initial phase.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Input Fields &gt; Version [Properties] &gt; Edit</td>
</tr>
<tr>
<td></td>
<td>The properties of the input field are:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Code: The internal name of the input field. The code is a read-only property.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Name: The label of the field in the requisition file. For example, Calendar ID 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Domain: The type of field. The domain is a read-only property.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mandatory: If the service definition specifies the field as being mandatory, then the input field will always be mandatory. If the service definition specifies the field as optional, then you can configure the field as being either mandatory or optional. For example, if the input field is mandatory, then in the Recruiting Center, the Assessment Version field in the requisition file Screening block will have a red asterisk to indicate that the field must be completed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Default Value: Calendar displayed by default in the requisition file.</td>
<td></td>
</tr>
</tbody>
</table>

The table shows Scheduling Center screening service result field properties.
<table>
<thead>
<tr>
<th>Scheduling Center Screening Service Result Field</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>The status of the first phase appointment. The Recruiting administrator can change the name of the label of the field.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Result Fields &gt; Appointment</td>
</tr>
<tr>
<td>AppointmentStatus2-10</td>
<td>The status of an appointment possibly in phase 2 through 10. The Recruiting administrator can change the name of the label of the field.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Result Fields &gt; AppointmentStatus1-10</td>
</tr>
<tr>
<td>DetailsUrl</td>
<td>Appears as the More Details link by default. The Recruiting administrator can change the name of the link by editing the Name field.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Result Fields &gt; DetailsUrl</td>
</tr>
<tr>
<td>SchedulingError</td>
<td>The value, Taleo Scheduling Center returned an error, will appear if there is a communication error between Recruiting and Taleo Scheduling Center. If the error pertains to an error within Taleo Scheduling Center, a code will follow the text. The Recruiting administrator can change the name of the label of the field.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Result Fields &gt; SchedulingError</td>
</tr>
<tr>
<td>SchedulingStatus</td>
<td>The status of scheduling the appointment. The Recruiting administrator can change the name of the label of the field.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Result Fields &gt; SchedulingStatus</td>
</tr>
<tr>
<td>SchedulingNoShowStatus</td>
<td>The value of this field is displayed in the Results Summary in the Screening tab of the Job Submission.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Result Fields &gt; SchedulingNoShowStatus</td>
</tr>
<tr>
<td>Summary</td>
<td>The Recruiting administrator can change the name of the label of the field.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Result Fields &gt; Summary</td>
</tr>
</tbody>
</table>

The table shows Scheduling Center screening service user-defined form properties.

<table>
<thead>
<tr>
<th>Scheduling Center Screening Service User-Defined Form</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capture of input fields</td>
<td>This is where you define how the Scheduling Center field (input field) will appear in the requisition file in Edit mode. You can define elements such as the field type (drop-down list, radio button) and if the field is mandatory.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; User-defined Forms</td>
</tr>
<tr>
<td>Display of input fields</td>
<td>This is where you define how the Scheduling Center field (input field) will appear in the requisition file in View mode. You can define elements such as the field type (drop-down list, radio button) and if the field is mandatory.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; User-defined Forms</td>
</tr>
</tbody>
</table>
### Scheduling Center Screening Service User-Defined Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display of result fields</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; User-defined Forms</td>
</tr>
<tr>
<td>This is where you define how the Scheduling Center result fields will appear in the candidate submission.</td>
<td></td>
</tr>
<tr>
<td>Display of result set fields</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; User-defined Forms</td>
</tr>
<tr>
<td>This is used only for those external partners whose certification includes result set fields. Scheduling Center does not use these kinds of fields. Therefore, nothing to configure here.</td>
<td></td>
</tr>
</tbody>
</table>

The table shows Scheduling Center screening service labels.

<table>
<thead>
<tr>
<th>Scheduling Center Screening Service Label</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Name</td>
<td>This is the name of the service. Default value: Select an Interview Schedule</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Labels</td>
</tr>
<tr>
<td>Label 1</td>
<td>Default value:&lt;br&gt;Our initial review indicates that you may be qualified for this position. Additional information could facilitate your selection. This information will allow us to rank you with regard to other candidates as part of our total assessment process.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Labels</td>
</tr>
<tr>
<td>Label 2</td>
<td>Default value:&lt;br&gt;Therefore, we invite you to fill out an online assessment questionnaire. This process occurs in another window. You must answer all questions in a page before clicking Next. If you don't know the answer to a question, select the option that makes more sense to you.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Labels</td>
</tr>
<tr>
<td>Label Before Link to Service</td>
<td>Default value:&lt;br&gt;Do not use the browser's Back or Forward buttons to view previous or following questions. If you do so, you will lose all the information you have entered.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Labels</td>
</tr>
<tr>
<td>Link to Service</td>
<td>Default value:&lt;br&gt;Schedule an Appointment</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Labels</td>
</tr>
<tr>
<td>Tooltip for Link to Service</td>
<td>Default value:&lt;br&gt;Access the assessment questionnaire</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Labels</td>
</tr>
<tr>
<td>Label 3</td>
<td>Default value:&lt;br&gt;After completing the questionnaire, you will automatically return to this page.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; Labels</td>
</tr>
</tbody>
</table>
The table shows Scheduling Center screening service CSW actions.

<table>
<thead>
<tr>
<th>Scheduling Center Screening Service CSW Action</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow</td>
<td>The action will take place when a candidate uses the specified workflow.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; CSW Actions</td>
</tr>
<tr>
<td>Step</td>
<td>The action will take place when the specified step is reached or later if the status criteria are not yet met.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; CSW Actions</td>
</tr>
<tr>
<td>Status</td>
<td>The candidate must have this status when he or she reaches the selected step or the action will not take place until this status is reached.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; CSW Actions</td>
</tr>
<tr>
<td>Action</td>
<td>Send Online Screening Assessment</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; CSW Actions</td>
</tr>
<tr>
<td>Phase</td>
<td>The phase is used with the candidate selection workflow (CSW). If a certain step/status is reached in the CSW, then the system can send out a Phase request to the partner (like perform additional assessment for the candidate after the candidate reached a certain step in the CSW). Phases are not used with Taleo Assessment.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Scheduling Center &gt; CSW Actions</td>
</tr>
</tbody>
</table>

The table shows Scheduling Center screening service correspondence.

<table>
<thead>
<tr>
<th>Scheduling Center Screening Service Correspondence</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message template (internal candidate)</td>
<td>Message templates are used either when the recruiter manually requests an appointment invitation for a candidate, or when a candidate decides on the Career Section to receive an email with a link to the scheduling service. A message template is selected for internal candidates.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Assessment &gt; Correspondence</td>
</tr>
<tr>
<td>Message template (external candidate)</td>
<td>Message templates are used either when the recruiter manually requests an appointment invitation for a candidate, or when a candidate decides on the Career Section to receive an email with a link to the scheduling service. A message template is selected for external candidates.</td>
<td>Configuration &gt; [Recruiting] Administration &gt; Screening Services &gt; Taleo Assessment &gt; Correspondence</td>
</tr>
</tbody>
</table>
Configuring Scheduling Center in Career Section Administration

The configuration of Scheduling Center in Career Section Administration consists of the following steps.

1. Adding the Screening Block in the Career Section.
2. Configuring the Screening Block in the Career Section.

Adding the Screening Block in the Career Section Application Flow

Prerequisites

The Access the Career Section administration section user type permission is required.

The application flow must be inactive.

Steps

1. Click an application flow.
2. Click Edit.
3. Enter the name of the Screening section in the Add a Page field.
4. Click Create a Page.
5. Select the Screening block in the Available Blocks section and drag it to the Screening section you created.
6. Click Save.

Configuring the Screening Block in the Career Section Application Flow

Prerequisites

The Access the Career Section administration section user type permission is required.

The application flow must be inactive.

Steps

1. Click the application flow containing a Screening block.
2. In the Application Flow Properties page, under Page Ordering, click the Screening link.
3. Click Edit next to Properties.
4. Complete the fields. For details, see Screening Block Properties.
5. Click Save.

Career Section Screening Block Properties

The table lists Career Section screening block properties, description and location of the properties.

<table>
<thead>
<tr>
<th>Screening Block Property</th>
<th>Value</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow candidates to receive questionnaire information later by email</td>
<td>Yes, No</td>
<td>Configuration &gt; [Career Section] Administration &gt; Application Flows &gt; Click an application flow &gt; Screening link &gt; Edit</td>
</tr>
<tr>
<td>Show this block to the following candidates</td>
<td>ACE Candidates, Those who Meet RMI Criteria, Those who Meet Required Criteria, All Candidates</td>
<td>Configuration &gt; [Career Section] Administration &gt; Application Flows &gt; Click an application flow &gt; Screening link &gt; Edit</td>
</tr>
<tr>
<td>Display Mode</td>
<td>Pop-up Window, Inline</td>
<td>Configuration &gt; [Career Section] Administration &gt; Application Flows &gt; Click an application flow &gt; Screening link &gt; Edit</td>
</tr>
<tr>
<td>This service is mandatory (candidates must click the link to access the questionnaire immediately or choose to receive it by email, if the latter is activated.)</td>
<td>Yes, No</td>
<td>Configuration &gt; [Career Section] Administration &gt; Application Flows &gt; Click an application flow &gt; Screening link &gt; Edit</td>
</tr>
<tr>
<td>Service</td>
<td>No</td>
<td>Configuration &gt; [Career Section] Administration &gt; Application Flows &gt; Click an application flow &gt; Screening link &gt; Edit</td>
</tr>
</tbody>
</table>

Configuring Phases

Phases

A phase is an Administrator configured point in the hiring process where an invitation to book an appointment is sent to a Candidate.

The Phase allows the Recruiting Center Administrator to associate the Workflow, Step and Status that will Trigger a follow-up appointment and further configure which appointment invitation will be distributed. A requisition can include up to 10 phases. However, to avoid confusion it is recommended to use only 2 or 3 phases per requisition. The appropriate invitation will be automatically distributed based on the Calendar ID association selected by the Recruiter in the Screening tab.

Phases must be configured before the Taleo Scheduling Center Screening Service is configured.
Creating a Phase

Prerequisites
The Access Administration user type permission grants users access to this feature.

Phases must be created.

Configuration - [Recruiting] Administration - Selections - Large Selections

Steps
1. In the Custom tab, click the elements link located on the same row as TSC_Follow-Up-appointments.
2. In the Selection Element Link page, select New.
3. In the Selection Element Editor dialog box, complete the fields.
   The code value used must be a unique integer.
4. Click Done.

Result
A new phase is now available in the CSW Actions section of the screening service.

Next Step
Adding an invitation phase to a requisition.

Editing a Phase
An administrator user can edit the name of an existing phase.

Prerequisites
The Access Administration user type permissions grants users access to this feature.

A phase must be created in the Recruiting Administration.

Configuration - [Recruiting] Administration - Selections - Large Selections

Steps
1. In the Custom tab, click the Elements link located on the same line as TSC_Follow-Up-appointments.
2. In the Selection Element List, select an existing appointment phase.
3. In the Selection Element Editor dialog box, complete the fields.
4. Click Done.

Result
The selected phase is now edited and remains available in the CSW Actions section of the screening service.
Activating a Phase
To add a phase to a workflow, the phase must first be activated in the recruiting.

Prerequisites
The Access Administration user type permissions grants users access to this feature.

Configuration - [Recruiting] Administration - Selections - Large Selections

Steps
1. In the Custom tab, click the Elements link located on the same row as TSC_Follow-Up-appointments.
2. In the Selection Element List, click on a phase.
3. In the Selection Element Editor window, choose the radio button to activate the phase.
4. Click Done.

Result
The phase is now activated in the drop down list under phases, in the CSW Action section of the screening service.

Inactivating a Phase
A phase cannot be added to a workflow if it is inactivated in the Recruiting Center.

Prerequisites
The Access Administration user type permission grants users access to this feature.

Configuration - [Recruiting] Administration - Selections - Large Selections

Steps
1. In the Custom tab, click the Elements link located on the same row as TSC_Follow-Up-appointments.
2. In the Selection Element List, click on a phase.
3. In the Selection Element Editor window, choose the radio button to inactivate the phase.
4. Click Done.

Result
The phase is now inactivated in the drop down list under phases, in the CSW Action section of the screening services.

Adding an Invitation Phase to the CSW
During the requisition process, invitations can be sent to candidates at different points of the hiring process.

Prerequisites
The Access Administration user type permission grants users access to this feature.
To be able to send multiple invitations to a candidate for the same requisition, the requisition must be created and phases must be created and activated.

**Configuration - [Recruiting] Administration - Screening Services**

**Steps**

1. In the Screening Services list, select Taleo Scheduling Center.
2. Click Create next to CSW Actions.
3. In the Action drop-down list, select Trigger a follow-Up Appointment.
4. From the Phase drop-down list, select the phase previously configured for which you wish to send an invitation.
5. Click Add.
6. Click Done.

**Result**

An invitation will be sent to the candidate at the selected phase of requisitions using this workflow.

---

**Removing an Invitation Phase from the CSW**

Invitation phases can be removed from the requisition process.

**Prerequisites**

The Access Administration user type permission grants users access to this feature.

To be able to remove an invitation from a requisition, the requisition must be created and phases must be activated.

**Configuration - [Recruiting] Administration - Screening Services**

**Steps**

1. In the Screening Services list, select a screening service.
2. In the CSW Actions section, click Remove next to the appropriate Candidate selection workflow.

**Result**

The invitation phase is removed from the workflow.
Configuring Calendars

Calendar
A calendar is the graphical representation of time from which candidates can choose a date to book an appointment.

A calendar is created in Scheduling Center to allow candidates to choose a date to book an appointment for an interview that will be carried out either in person or by phone.

Only an Administrator or a user with the Create calendars and access Scheduling Center user type permission can create a calendar.

Adding a Calendar to the Calendar List

Prerequisites
The user must have administrator rights to the Recruiting Center.
The user must know the calendar ID number given when the calendar is created in the Scheduling Center.

Configuration - [Recruiting] Selection List

Steps

1. Click the Large Selections tab.
2. In the Custom tab, locate the entry Scheduling-Center-Calendar-Id and click on the number located in the Number of Elements column for this row.
3. In the Selection Element List page, click New.
4. In the Selection Element Editor page, complete the fields.
   Calendar ID field must exactly match what is configured in Scheduling Center.
5. Select another language in the language drop-down list and translate the name in the selected language.
6. Repeat the translation process for each language of the list.
7. Click Done.

Result
The selected calendar appears in the calendar list of the Recruiting Center and can be assigned to a requisition.

Removing a Calendar from the Calendar List

Prerequisites
The user must have administrator rights for the Recruiting Center to perform this task.
Configuration - [Recruiting] Selection List

Steps

1. Click the Large Selections tab.
2. In the Custom tab, find the entry for Scheduling-Center-Calendar-Id and click on the number of Number of Elements for this row...
3. In the Calendar List, click the check box of the calendar name you wish to delete.
4. Click the trash can icon.

Result
The calendar no longer appears in the calendar list of Recruiting Center and it is not possible to assign the calendar to a requisition.

Configuring Invitations

Sending an Invitation Automatically during the Workflow
System administrators can automatically trigger Passport screening services such as Scheduling Center when a candidate reaches a certain step or status within a candidate selection workflow. Triggering automatically an invitation during the workflow process can be used to send an invitation to several candidates at a time, by changing the status of the candidate to a determined step or status triggering the invitation.

Prerequisites
The Scheduling Center screening service must be configured.

The Access Administration and Access Screening Services configuration user type permissions are required.

Configuration - [Recruiting] Administration - Screening Services

Steps

1. In the Screening Services List, select the required integration type of the Scheduling Center.
2. Click Create next to CSW Action.
3. In the New Candidate Selection Workflow Action page, select the workflow, step and status combination that will automatically trigger the screening service. The workflows, steps and statuses available are the ones configured in the Taleo zone.
4. In the Action drop-down list, select Send Scheduling Center Invitation or Trigger a follow-up appointment. The Scheduling Center invitation will automatically send the correspondence identified in the Message Template section of the Screening Service settings.

• Selecting Send Scheduling Center Invitation will automatically send the correspondence identified in the Message Template section of the Screening Service settings. The message originates from the Correspondence Manager in the Recruiting Center.
• Selecting Trigger a follow-up appointment will automatically notify the Scheduling Center to send out the email request. The email sent is controlled by the email configuration located in the Scheduling Center.

5. Click Save.
6. Click Done.

Result
An invitation is automatically sent to the candidate at the selected step of the requisition.

Sending an Invitation Automatically during Candidate Application
A Recruiting system administrator can automatically invite candidates to schedule an appointment by adding a Screening block in the application selection process.

Prerequisites
The Access Administration user type permission is required.

Configuration - [Recruiting] Administration - Candidate Selection Workflow

Steps
1. Select the Steps tab.
2. Click an existing step or click New to create a new step.
3. On the Statuses Usage page, click Add... to add new statuses.
4. In the Add Status page, select the status you have just added.
5. Click Add.
6. Select a Step Progression Level.
7. Click Add.
8. On the Automatic Progression of Applications page, click Allow candidates to reach this status automatically when the (optional) conditions specified below are met.
9. In the Conditions section, select an existing condition, or click Create Condition.
10. Complete the fields as required.
11. In the Workflows list, select an existing workflow, or click New to create a new one.
12. Complete the fields as required.
13. In Steps Usage, click Add to add a screening step, or click New to create a new one.

Result
An invitation is automatically sent to the candidate applying on a Career Section.
4 Scheduling Center Administrator Functions

Candidate Portal Messaging

Candidate Portal Messaging
Scheduling Center administrators can create custom text in the Candidate Portal Messaging.

The Candidate Portal Messaging uses message templates allowing Scheduling Center administrators to override default text within custom messages. The Candidate Portal Messaging is available via the Configuration page.

The message templates contain default text that can be overridden for each specific locale. Both the header text and the body of the message are configurable.

The available message templates are:

- Closed Invites
- Open Invites
- Pending Invites
- Scheduled Appointments

Configuring Candidate Portal Messages

Prerequisites

The Manage Scheduling Center user type permission is required.

Scheduling Center - Configuration - Candidate Portal Messaging

Steps

1. Click a message template.
2. Select a locale if applicable.
3. Update the header text. Apply formatting as appropriate.
   If no updates are made, the default header text is displayed.
4. Update the message text. Apply formatting as appropriate.
5. Click Preview to see how the message will look like.
6. Click Save.
Email Templates

Email Templates

Emails sent via the Scheduling Center can be configured to reflect an organization communication style, standards, and requirements.

The Administrator can configure system emails with their organization branding rather than having only one email model used by all users. If email templates are not configured, the system default templates are used.

For each email template, the following information is displayed in the Email Template page:

- **Title**: Name of the email, that is in which instance the email will be used.
- **Recipient**: The person to whom the email will be sent.
- **Service Level**: The permission level of the recipient, when the recipient is a candidate. Possible values are: None, Cancel Only, Full, All (All candidates can receive the email, regardless of their permission level.)
- **Location Type**: The location type associated with the calendar. Possible values are: In Person, By Phone.
- **Actions**: If the text on an email template has been modified from the default, **Revert to Default** will appear in the Actions column.

The following default types of email templates are supplied with the system:

The table shows email templates.

<table>
<thead>
<tr>
<th>Message Title</th>
<th>Recipient</th>
<th>Service Level</th>
<th>Location Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Canceled</td>
<td>Calendar Owner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment Canceled</td>
<td>Candidate</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Appointment Canceled by Recruiter</td>
<td>Candidate</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

**Appointment Confirmed**

<table>
<thead>
<tr>
<th>Message Title</th>
<th>Recipient</th>
<th>Service Level</th>
<th>Location Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Confirmed</td>
<td>Calendar Owner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment Confirmed</td>
<td>Candidate</td>
<td>Cancel Only</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Confirmed</td>
<td>Candidate</td>
<td>Full</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Confirmed</td>
<td>Candidate</td>
<td>None</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Confirmed</td>
<td>Candidate</td>
<td>Cancel Only</td>
<td>By Phone</td>
</tr>
<tr>
<td>Message Title</td>
<td>Recipient</td>
<td>Service Level</td>
<td>Location Type</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Appointment Confirmed</td>
<td>Candidate</td>
<td>Full</td>
<td>By Phone</td>
</tr>
<tr>
<td>Appointment Confirmed</td>
<td>Candidate</td>
<td>None</td>
<td>By Phone</td>
</tr>
<tr>
<td>Appointment Reminder</td>
<td>Candidate</td>
<td>Cancel Only</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Reminder</td>
<td>Candidate</td>
<td>Full</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Reminder</td>
<td>Candidate</td>
<td>None</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Reminder</td>
<td>Candidate</td>
<td>Cancel Only</td>
<td>By Phone</td>
</tr>
<tr>
<td>Appointment Reminder</td>
<td>Candidate</td>
<td>Full</td>
<td>By Phone</td>
</tr>
<tr>
<td>Appointment Reminder</td>
<td>Candidate</td>
<td>None</td>
<td>By Phone</td>
</tr>
<tr>
<td>Appointment Request</td>
<td>Candidate</td>
<td>Full</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Request</td>
<td>Candidate</td>
<td>None</td>
<td>By Phone</td>
</tr>
<tr>
<td>Appointment Reschedule Notification</td>
<td>Calendar Owner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment Reschedule Notification</td>
<td>Candidate</td>
<td>Cancel Only</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Reschedule Notification</td>
<td>Candidate</td>
<td>Full</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Reschedule Notification</td>
<td>Candidate</td>
<td>None</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Reschedule Notification</td>
<td>Candidate</td>
<td>Cancel Only</td>
<td>By Phone</td>
</tr>
<tr>
<td>Appointment Reschedule Notification</td>
<td>Candidate</td>
<td>Full</td>
<td>By Phone</td>
</tr>
<tr>
<td>Appointment Reschedule Request</td>
<td>Candidate</td>
<td>None</td>
<td>By Phone</td>
</tr>
<tr>
<td>Message Title</td>
<td>Recipient</td>
<td>Service Level</td>
<td>Location Type</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Appointment Reschedule Request</td>
<td>Candidate</td>
<td>Full</td>
<td>In Person</td>
</tr>
<tr>
<td>Appointment Reschedule Request</td>
<td>Candidate</td>
<td>Full</td>
<td>By Phone</td>
</tr>
<tr>
<td>Feedback Request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feedback Request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Appointments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Appointments</td>
<td>Calendar Owner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Templates cannot be manually created, however default templates can be modified to the specific needs of your organization. Only one default template can exist for each type of email.

A template is edited either by typing text or by adding variables. These variables will automatically call information from the application and display it in the template. For example, if the variable [Candidate.LastName] is used in the template then the last name of the candidate will be automatically included in the template by the system. Variables can only be added to templates from the Merge Field selection list available on the Edit Template page and not copied and pasted from other templates.

A user can choose to attach an iCalendar data file (ICS file) to the Appointment Confirmed email templates. If the ICS file is attached to the email template, then the candidate and the Calendar Owner receiving the email confirmation notification will be able to add the confirmation to their calendar.

By default, notifications are not sent automatically by the system, email are sent only if the user has set the Send email field to Yes.

Email templates can be configured for multiple languages.

Revert to Default Available for Email Templates
Scheduling Center administrators have the ability to overwrite custom text on email templates with the original default text.

Default text is provided for all email templates used in Scheduling Center. This text is configurable and can be edited for specific needs. If the text on an email template has been modified from the default, Revert to Default will appear in the Actions column of the Email Templates page. When you click Revert to Default, a message box will appear to confirm the action before any custom text is replaced with default text. The email template will display only the originally provided default text and all custom text will be deleted.

Editing an Email Template
Prerequisites
The Manage Scheduling Center user type permission is required.

### Scheduling Center - Configuration - Email Templates

**Steps**

1. Click an email template.
2. Modify text as required.
3. Click Update.

### Adding a Variable to an Email Template

**Prerequisites**

The Manage Scheduling Center user type permission is required.

### Scheduling Center - Configuration - Email Templates

**Steps**

1. Click an email template.
2. Place cursor in the email template at the position to add variable.
3. Select variable from Merge Fields.
4. Click Update.

### Adding a Static Hyperlink to an Email Template

**Prerequisites**

The Manage Scheduling Center user type permission is required.

### Scheduling Center - Configuration - Email Templates

**Steps**

1. Click an email template.
2. Type desired text into the body of the template.
3. Select the typed text.
4. Click Link.
5. Select Link Type, Protocol, and enter URL.
6. Click OK.
7. Click Update.

**Result**

The typed text is a clickable hyperlink. The static hyperlink can be removed by selecting the link and clicking Unlink.
Email Template Activation

Allows an Administrator to choose if an email will be sent or not by the system.

The Administrator can choose to inactivate an email template meaning that emails using this template will not be sent to the candidate. All email templates are by default set to Active, that is emails based on the template are sent to the candidates by the system.

Activation or inactivation is automatically applied to every locale version of the calendar.

Activating an Email Template

Prerequisites

The Manage Scheduling Center user type permission is required.

The email template must be inactive.

Steps

1. Click on an email template.
2. In the Edit page, select Yes.
3. Click Update.

Result

Emails using this template will be sent by the system.

Inactivating an Email Template

Prerequisites

The Manage Scheduling Center user type permission is required.

The email template must be active.

Steps

1. Click on an email template.
2. In the Edit page, select No.
3. Click Update.

Result

Emails using this template will no longer be sent by the system.
Adding an iCalendar Data File to an Email Template

Prerequisites
The Manage Scheduling Center user type permission is required.
A Calendar role grants users access to this feature.

Steps
1. Select an Appointment Confirmed email template.
2. Select Yes for the Send .ics field.
3. Click Update.

Result
When the email is sent, the .ics file is added to the email allowing the recipients to add the appointment to their calendar.

Locations

Location Template
Information on how and where an interview will take place can be saved as a template for reuse purposes.

In the Scheduling Center, it is possible to create a template for location information. When creating a calendar, information on where or how an interview will be carried out must be completed. The Administrator must choose the location where the appointment will take place. If templates are created for a specific location, information will be automatically populated into the fields when the calendar is created for a chosen location.

The Administrator can choose to use the location information as is, or to modify it. In this case, the changes will not be saved in the template and will apply only for that specific calendar. To save the changes into the template, the location must be modified and saved in the Location configuration pages.

Creating a Location Template

Prerequisites
The Manage Scheduling Center user type permission is required.

Steps
1. Click Add New Location.
2. Complete fields regarding the location of the appointment.
3. Select one or several languages for the location.
4. Enter details regarding the appointment in the language selected.
5. Click Save.

Result
If this location is selected when creating a calendar, the information will be automatically populated in the fields of the new calendar.

Editing a Location Template

Prerequisites
The Manage Scheduling Center user type permission is required.

Steps
1. Click on a location template.
2. Modify fields as required.
3. Click Save.

Result
Changes will reflect in the location template used to create a calendar.

Users Creation

User Creation
The Create Users functionality allows the Administrator to search and select users who can have access to the Scheduling Center.

Before a role can be granted to a user, the user must first be granted access to the Scheduling Center by a Recruiting Center system administrator. The user must try (but will not succeed) at least once to connect to the Scheduling Center for the administrator to be able to grant them a role.

Creating a User

Prerequisites
The Manage Scheduling Center user type permission is required.
Steps

1. Enter the first name, last name or full name of the user that you want available in the Scheduling Center.
2. Click Search.
3. Select the appropriate user displayed in the list.
4. Click Save.

Next Step
Access Taleo Configuration to assign login rights to the user.

Calendar Imports

Calendar Import
The Administrator can import a large number of calendars to have them automatically created by the system.

In cases where a large number of calendars need to be created, the Administrator can have the system automatically create several calendars at a time. The Administrator adds information, such as name and scheduling cushion, in a spreadsheet for each calendar needing to be created. This information is uploaded in the system then calendars are automatically created with the information included in each row of the spreadsheet. Calendars are then downloaded into the Scheduling Center. Once these calendars are imported in the Scheduling Center, they are available to the Administrator and Calendar Owner, but permissions will need to be granted for any other type of users for them to have access to these calendars. These calendars can be used as is in the Scheduling Center or edited.

Importing Calendars

Prerequisites
The Manage Scheduling Center user type permission is required.

All spreadsheet fields must be completed.

Only one upload can be performed at a time.

Secondary locale information is optional.

Scheduling Center - Configuration - Import Calendars

Steps

1. Click on a template, that is Phone Calendar Template or In Person Calendar Template.
2. Click Open.
3. In the displayed spreadsheet, complete all fields for each calendar to be created.
4. Save the Excel file in a CSV format.
5. Log back in to the Scheduling Center.
6. In the Import Calendars page, click Browse to select the CSV file previously saved.
7. Select a type of calendar from the Select Calendar Type field (same type as for the CSV file).
8. Select if the first row of the spreadsheet contains headers or not.
9. Click Save.

Result
The spreadsheet is validated by the system, uploaded and then calendars are created in the Scheduling Center. Download can take several minutes for large imports.

Time Zones

Time Zone Configuration
The Administrator has the ability to identify which time zones are visible to users in the Scheduling Center. The Display Time Zones functionality allows system administrators to select the time zones displayed to users. When implementing a new zone, all time zones available in the Display Time Zones page are selected by default.

When a time zone has been enabled by a Scheduling Center administrator and then assigned to a calendar by a recruiter, it cannot be disabled while the calendar is active. The time zone will appear grayed out on the Display Time Zones page. If the calendar is no longer active, and the time zone is not used in any other active calendar, the time zone can be disabled. The Display Time Zone page displays a message that states “Time Zones that are not editable are in use.”

Then, when users are creating calendars, they will only see and be able to select the time zones selected by the administrator.

Languages

Languages
The Scheduling Center is available in many languages. The Language drop-down menu located in the right-hand side of pages allows users to select the language in which they want to use the product. Languages must be activated by the system administrator before they can be used in the Scheduling Center.

The Display Languages page displays a message that states "Languages that are not editable are in use." However, when a language has been enabled by a Scheduling Center administrator and then assigned to a calendar, it can no longer be disabled. The language will appear grayed out on the Display Languages page. The language must stay enabled in the event the calendar using it is reactivated in the future.

If a language is only used in a calendar location that has never been used by a calendar, then the language can be disabled upon deactivation of the location.
Supported Languages

The languages supported for Oracle Talent Acquisition Cloud products as well as specific features are listed below. For details regarding language availability for Oracle Learn Cloud and Oracle Taleo Business Edition, see the documentation for those products.

- **Scheduling Center**: All listed languages are supported except Portuguese (Portugal).
- **Assessment**: All listed languages are supported except Indonesian (Bahasa).
- **OBIEE**: All listed languages are supported except Indonesian (Bahasa), Lithuanian, Malaysian (Malay), Serbian, Slovenian.

The table lists supported languages for Oracle Talent Acquisition Cloud products and specific features.

<table>
<thead>
<tr>
<th>Language</th>
<th>Locale</th>
<th>Recruiting and Onboarding</th>
<th>Performance</th>
<th>Mobile</th>
<th>Sourcing</th>
<th>Resume Parsing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulgarian</td>
<td>bg</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese (China)</td>
<td>zh_CN</td>
<td>Available</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese (Taiwan)</td>
<td>zh_TW</td>
<td>Available</td>
<td>Available</td>
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<td>Croatian</td>
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</tr>
<tr>
<td>Czech</td>
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<tr>
<td>Danish</td>
<td>da</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>nl</td>
<td>Available</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>en</td>
<td>Available</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English (U.K.)</td>
<td>en_GB</td>
<td>Available</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finnish</td>
<td>fi</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French (Canada)</td>
<td>fr</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French (France)</td>
<td>fr_FR</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Only Personal Details extraction, not full resume*
<table>
<thead>
<tr>
<th>Language</th>
<th>Locale</th>
<th>Recruiting and Onboarding</th>
<th>Performance</th>
<th>Mobile</th>
<th>Sourcing</th>
<th>Resume Parsing</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>de</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Full resume extraction available</td>
</tr>
<tr>
<td>Greek</td>
<td>el</td>
<td>Available</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hungarian</td>
<td>hu</td>
<td>Available</td>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>it</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
<td>Only Personal Details extraction, not full resume</td>
</tr>
<tr>
<td>Indonesian (Bahasa)*</td>
<td>in</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
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<tr>
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<td>Available</td>
<td>Available</td>
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<td></td>
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<td>Only Personal Details extraction, not full resume</td>
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<tr>
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</tr>
</tbody>
</table>
Enabling Languages

Prerequisites

*Scheduling Center - Configuration - Display Languages*

Steps

1. Check the box next to the languages you want to display to users.
2. Click Save.

Result

Users will only see and be able to select the languages that were enabled.

Mass Update

Ability to Mass Update Calendar Owners

Calendars, permissions, and timeslots can be transferred from one Scheduling Center user to another in a single action.

The Mass Update functionality allows all of a recruiter's or other Scheduling Center user's items to be reassigned to another recruiter or Scheduling Center user. This transfer includes all current ownership of calendars and timeslots, as well as permissions the originating recruiter has been granted for other calendars.

A Scheduling Center administrator accesses the originating recruiter or other user's items by selecting them from **Select Owner** on the Mass Update page. Once the owner is selected, the Scheduling Center presents a count of all calendars, permissions, and timeslots for that owner. The new user can then be selected using Select Owner by the Select New User field. Once submitted, all items are transferred to the new owner.
Mass Updating Calendar Owners

Prerequisites

The Manage Scheduling Center user type permission is required.

Steps

1. Click Mass Update.
2. Click Select Owner.
3. Click Select User.
4. Click Submit.
   The Scheduling Center presents a count of all calendars, permissions, and timeslots for that owner.
5. Click Submit.

Result

All items are transferred to the new owner.

Default Weekdays

The Default Weekdays functionality allows the Administrator to select default days for timeslots.

Resend of Candidate Submissions

Resending Candidate Submissions

The Resend Candidate Submissions functionality allows the Administrator to resubmit appointments scheduled by candidates which were not successfully submitted to Taleo Recruiting during the appointment scheduling process.

In the Candidate Submissions page, the latest 50 candidate submissions that were not successfully sent to Taleo Recruiting are listed. The Resend link is available to resend only the selected candidate submission. A Resend All button is also available to resend all the candidate submissions listed. The list is sortable by candidate name.

Schedule Appointment Emails
Scheduled Appointment Emails

Calendar owners can receive daily and weekly reminders for scheduled interviews. Sending periodic automated reminders provides an easy way for interviewers to be aware of upcoming interviews and ensures that interviews are not missed.

When administrators enable the feature, calendar owners receive email message listing appointments scheduled for them over the week or the day. The appointment date and time are indicated as well as the candidate name and email address.

Fields Description

The table shows field descriptions.

<table>
<thead>
<tr>
<th>Fields</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar Name</td>
<td>The name of the calendar name that is displayed to candidates when they are scheduling their appointment.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Active Calendar</td>
<td>Allows the calendar to be used in a requisition for candidates to book appointments.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Candidate Self-Service Level</td>
<td>Sets the permission level for candidates to control their appointments. A candidate may be granted full scheduling capabilities (that is, scheduling, rescheduling, canceling - this is the highest level of permissions), or may be restricted to only canceling an appointment or have no permissions at all.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Allow Same Day Scheduling</td>
<td>Allows candidates to schedule an appointment for the same day on which they make the appointment.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Scheduling Cushion (in minutes)</td>
<td>Applies to same day scheduling. Represents the amount of time prior to an appointment that a candidate can self-schedule. For example, if set to 60 minutes and the candidate is self-scheduling 30 minutes prior to the appointment, that appointment will be unavailable.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Scheduling Horizon (in days)</td>
<td>Represents how long in advance a candidate may book an appointment on a calendar. The default value is 14 days in advance. The scheduling horizon can be set to 60, 90 or to a maximum interval of 180 days. The scheduling horizon can be edited once appointments have been made on the calendar.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Appointment Change (lock-down)</td>
<td>Determines for a calendar how close to the time of a confirmed appointment a candidate will be allowed to reschedule.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Fields</td>
<td>Description</td>
<td>Location</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Calendar Owner</td>
<td>The person responsible for maintaining the calendar.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Calendar Display Name</td>
<td>The name of the calendar as the user wants it to display to the candidates. The calendar name that displays internally to users is often different than what is shown to candidates.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Select As Primary Locale</td>
<td>Displays the language in which the calendar will be displayed to the administrator and recruiters. Note: If only one language is offered, it will default to the current language and the button will automatically be checked.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Multiple Location</td>
<td>Indicates that a calendar is created for several locations (maximum of 5 locations).</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Single Location</td>
<td>Indicates that a calendar is created for one location.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Location Type</td>
<td>Indicates if the interview will be held in person (default) or on the phone</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scheduling Center &gt; Configuration &gt; Locations</td>
</tr>
<tr>
<td>Calendar Location Name</td>
<td>The name of the location created by the Administrator as visible within the Scheduling Center.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Location Display Name</td>
<td>The name of the location as it is displayed to candidates.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Pre-schedule Information</td>
<td>Instructions such as asking the candidate to bring two types of ID, to dress business casual, etc.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Interview Directions</td>
<td>The user creating a calendar can input directions to the appointment location.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Interview Instructions</td>
<td>The user creating a calendar can input instructions for the appointment, for example to tell the candidates to check in at the front desk.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Timeslot Owner</td>
<td>When a timeslot owner is assigned to a timeslot, the timeslot owner receives an email each time a candidate schedules an appointment for the assigned timeslot. If no timeslot owner is selected, the calendar owner receives the email.</td>
<td>Scheduling Center &gt; Calendars</td>
</tr>
<tr>
<td>Schedule up to a maximum</td>
<td>Maximum number of timeslots available for the time selected. A maximum of 999 timeslots can be set.</td>
<td>Scheduling Center &gt; Timeslots</td>
</tr>
<tr>
<td>Fields</td>
<td>Description</td>
<td>Location</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Interval in minutes</td>
<td>How long the appointment will last. The system will automatically create appointments based on start time/end time and interval. For example, a start time of 9:00 am and an end time of 11:00 am for interval of 30 minutes will result in time slots being automatically generated for 9:00; 9:30; 10:00 and 10:30.</td>
<td>Scheduling Center &gt; Timeslots</td>
</tr>
<tr>
<td>Roster Report</td>
<td>A roster report is a listing of scheduled appointments for the calendar and date time frame selected. It will list who has been scheduled and if they arrived at their appointed time.</td>
<td>Reports</td>
</tr>
</tbody>
</table>