



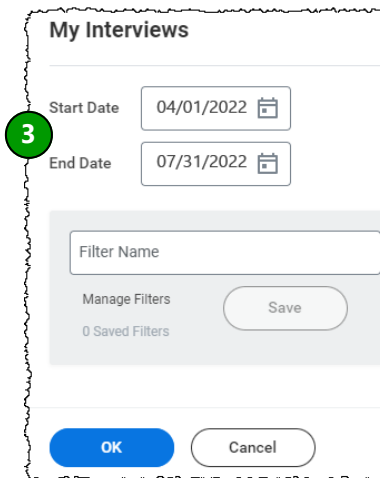
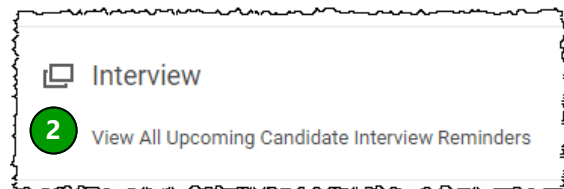
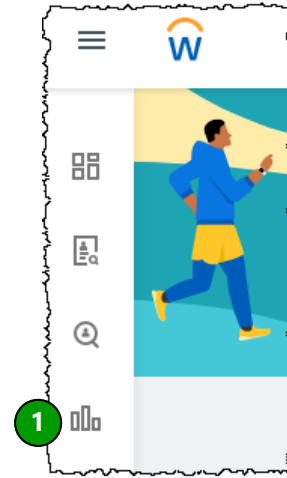
Locate Scheduled Interviews

Workday allows hiring managers to have access to all application materials in real time. Follow the steps below to locate scheduled interviews within the Recruiting Dashboard.

Locate Scheduled Interviews

From your homepage:

1. Select the **Dashboard** icon.
2. Select **View All Upcoming Candidate Interview Reminders**.
3. Select **Start and End Dates**, and Select **OK**.
Note: You may apply filters, if necessary.
4. View the report.



Interview Sessions

Interview Date	Interview Start Time	Interview End Time	Location	Web Conference Link	Job Requisition	Candidate Name
07/20/2022	03:00 PM	03:30 PM			R-40 Sr Nursing Projects Manager (Open)	Wilma Granite Flintstone (Internal) (CAND-22)
07/20/2022	02:00 PM	02:30 PM			R-71 PRN Staff Pharmacist (Filled)	Aariel Culberson (Internal) (CAND-43)
07/22/2022	09:00 AM	09:30 AM			R-54 Staff Scientist (Open)	Jessica A Ardilla Gatas (Internal) (CAND-40)
07/26/2022	11:30 AM	12:00 PM			R-657 Admin Dir, Nursing (Open)	Elmer Fudd (CAND-370)
07/27/2022	11:00 AM	11:30 AM			R-863 Dup SSN test (Open)	Judy Jetson (CAND-480)

QUESTIONS?

Please email BusinessEducation@vumc.org.