

Scheduling interviews for Units

1. Recruiters will advance candidates forward to the department to be interviewed.

The Hiring Manager & Hiring Manager Assistant on the requisition, will receive an email notification with the following information:

Correspondence Preview

Message Preview Language: Eng

From: Stony Brook Human Resources<StonyBrookHR@jobs.stonybrook.edu>
To: lynne.alba@stonybrook.edu;patricia.flanagan@stonybrook.edu;andrea.kabacinski@stonybrook.edu
Cc:
Reply To:
Bcc:
Subject: **Your candidate has advanced | Please take action**
Attachments:

Message

Your Recruiter has advanced the following candidate for your review. If you wish to schedule this candidate for an interview, please advance them to the **Step and Status - Hiring Manager Interview Scheduled**

Candidate Name: Josmary Almonte
Candidate ID: 1428945
Recruiter Name: Lynne N Alba
Recruiter Email: lynne.alba@stonybrook.edu
Requisition ID: 2103516

Interview Recommendations:

In an effort to ensure candidates interviewing with Stony Brook Medicine have a great interview experience we are recommending the following. These are recommendations, and can be adjusted based on the situation.

- Ideally, panel interviews should consist of no more than 5 interviewers.
- Your interviewers can be added as collaborators your requisition so they receive notifications, and you can forward resumes to them from the system. If you need assistance adding them please ask your Recruiter.
- If more than 3 separate meetings with different parties are needed, when possible schedule them on the same day in 45-60 minute intervals.
- As the Hiring Manager please prepare your interview questions for the interview. The blank template can be found [here](#).

If you have any questions about the Recruiting process or where to find resources please visit the Talent Acquisition resources page [here](#).

**Remember we are presently doing interviews remotely (via TEAMS or ZOOM) for positions in the Hospital. Please discuss any concerns about this with your Recruiter.

This notification instructs you what steps to take with the candidate. If you wish to schedule this candidate for an interview, please advance them to the **Step and Status - Hiring Manager Interview Scheduled**.

2. The Hiring Manager Assistant can now reach out to the candidate to schedule an interview. We recommend as a best practice calling the candidate first to try to schedule the interview. If you cannot reach the candidate, you can use the template **Interview Request – NA.NSC.RN** to email to the candidate.

The candidates email and telephone number are found on the summary under their profile.

You are here > ... > Candidate View > Look up a candidate Result List > Candidate View

Summary

General Profile: test, mickey

test, mickey
ID: 930062
United States > New York > Smithtown
job at Jobson, LLC

Contact Information

mickey test
ID: 930062

Home Phone (631)555-5555 (Primary)
Email **stonybrooktms@gmail.com**

Address
1 test lane
Commack
United States > New York > Smithtown
11725

Source: Our Web Site
Creation Date: Sep 11, 2018
Medium: Online

MOST RELEVANT EDUCATION

High School Diploma/GED (±11 years)

Last Name
test

Address (line 1)

- Once you have landed on an interview time, send the candidate the interview confirmation. There are two templates that can be customized.



One is for Nursing Station Clerk & Nursing Assistant titles (**NC.NA Interview Notification**), and the other is specifically for RN positions (**RN Interview Notification**). These confirmations provide necessary information to the candidate, and ensure they are prepared for their interview.

- Once you have confirmed the candidate, move their Step & Status to Interview Scheduled. In the comments enter the date & time of the interview.

Currently in

Step
Hiring Manager Screen/Interview

Status
Hiring Manager Candidate for Departmental Review

Comments
Please enter comments here

Change to

Step
Hiring Manager Screen/Interview

Status
 Interview to be Scheduled
Interview to be Scheduled
Interview Scheduled
 1st Interview Completed
 2nd Interview Completed
 Under Consideration

Select Other Action

Start Onboarding process

Send Correspondence

- After the interview, please move the step and status to one of the highlighted statuses below.

Currently in

Step
Hiring Manager Screen/Interview

Status
Interview to be Scheduled

Comments
Please enter comments here

Change to

Step
Hiring Manager Screen/Interview

Status
 Interview Scheduled
1st Interview Completed
 2nd Interview Completed
Under Consideration
Candidate Selected*
 Rejected*

Select Other Action

Start Onboarding process

Send Correspondence

- If you have selected the candidate, the Recruiter will be notified via email.
- If you are not selecting the candidate, please reject the candidate and select the appropriate reason from the drop down box.
 - Please ensure you have uploaded your interview notes to all interviews that were conducted.

 If you have any questions, please contact your Talent Acquisition Specialist. They are indicated as the Recruiter on the requisition.



Visit the Talent Acquisition Resources available on the Pulse at:
<https://inside.stonybrookmedicine.edu/hr/career/about>

View additional jobs aides about the following topics:

- Attaching documents
- Hiring Manager – Reviewing Applications
- Locating Requisitions