

# cvMail

## Interview Scheduler Course Outline

### Session Objectives

The purpose of this session is to;

- Provide an overview of the interview scheduler functionality in cvMail.
- Self scheduling for candidates
- Managing events and interviews

### Learning Outcomes

The course will cover the following learning outcomes;

- What is Interview scheduler?
- Creating and Managing Calendars
- Manage and Create Events
- Inviting and Allocating Candidates to events
- Inviting and Allocating interviewers to events
- Printing Interview Schedule

### Session Duration

Approximately 30 minutes.

### Session Delivery Methods

Internet (Webex/Telephone) - This training method is ideal for individuals or groups whom or that are based remotely or where face to face training is not possible.

Note: The Webex session allows you to view the trainer's computer screen. At no time do they access your computer.

### Training Specialist

Ramneek Kaur Training and Implementation consultant cvMail and BRS.