

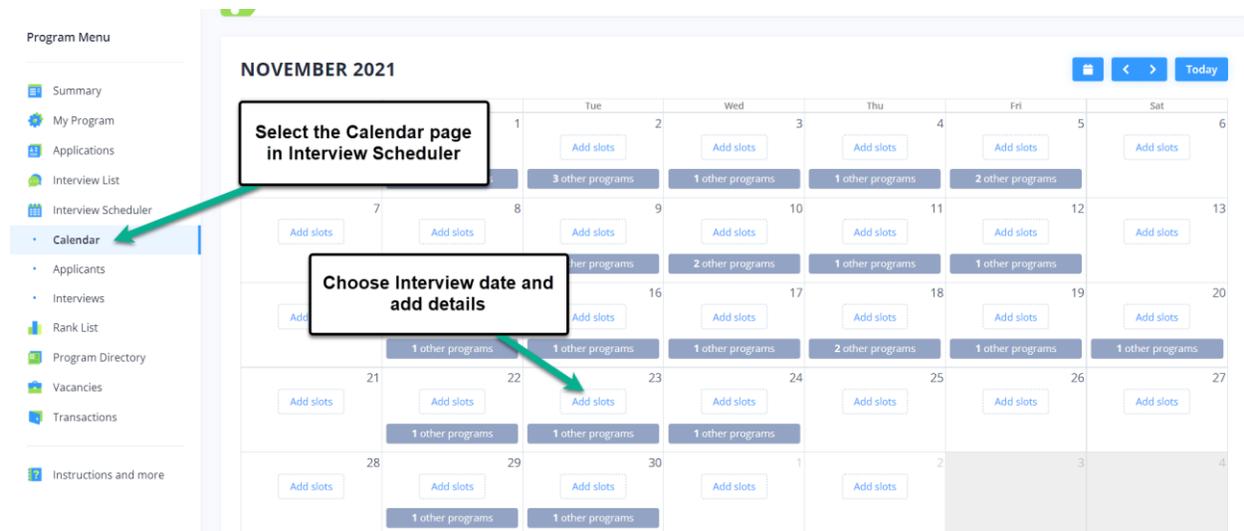
SF MATCH – INTERVIEW SCHEDULER

Schedule your interview calendar:

Program users - Add candidates to the **Interview List** and **Interview Scheduler Applicants** pages by changing the status of **Add to Interview List** to **Yes**. The **Add to Interview List** edits are available on the **Applications** page. Only applicants marked **Yes** on **Add to Interview List** by at least one program user will appear on both the **Interview List** and **Applicants** page in **Interview Scheduler**.

Step 1)

Choose interview date(s) and time(s). Go to **Interview Scheduler** (left side bar menu) and select the **Calendar** page. Choose a date on the calendar, click **Add Slots** and **Add Time Range** to create one or more interview sessions.



Step 2)

-Add the time range of the interview session.

-Enter the number of interview slots available

-Select the Interview Type

- In Person – Meet with candidates face to face.
- SF Match Video Conference – This feature allows you to conduct virtual interviews within the SF Match platform
 - Optional: When choosing SF Match video conference, programs can attach documents that you would like to be available to candidates during the virtual conference (e.g. agenda, benefits, policies, etc.). Use the Documents tab to attach files.
- 3rd Party Video Conference – This is a tool outside of the SF Match system (e.g. Zoom, WebEx, etc.) You must send the hyperlinks to join the video conference to your interviewees directly.

NOTE: Multiple time ranges can be created on the same day. Time ranges cannot overlap.

CREATE INTERVIEW DAY - NOVEMBER 23, 2021

1) Select time range

CREATE TIME RANGE

Time: Hour: 8 Minute: 00 AM/PM: AM → Hour: 11 Minute: 00 AM/PM: AM Duration: 3h Private

Slots: Slots count: 3 + Add Interview Slot 0 slots filled + Add an applicant manually

1. Empty Slot
2. Empty Slot
3. Empty Slot

2) Enter number of interview slots available

3) Select the type of interview session

Type: In-person SFMatch Video Conference 3rd Party Video Conference

4) Click Create time range to save/update settings

Create time range Cancel Current time zone is Eastern Standard Time

Step 3) Input the number of days in advance of the interview date when the system will lock and not allow applicants to move into this date.

NOTE: Applicants may cancel an invitation at any time. Placing a lock prohibits applicants that have accepted future interview dates from selecting this date if a slot were to open within the lock period. If a program wants to add an applicant to an open slot within the lock period, the program user would manually add the applicant onto the calendar.

EDIT INTERVIEW DAY - NOVEMBER 23, 2021

Enter number of days in advance when the interview day becomes locked

Time Ranges (2) 6 slots | 0 filled Documents Not loaded Roster Lock before 7 days

| Time Range | Duration | Slots | Interview Type |
|---------------------|----------|-------|----------------------------|
| 08:00 am → 11:00 am | 3h | 0 / 3 | 3rd Party Video Conference |
| 1h — Intermission | | | |
| 12:00 pm → 03:00 pm | 3h | 0 / 3 | 3rd Party Video Conference |

Add Time Range Current time zone is Eastern Standard Time

Close Delete Interview Day

Step 4) Send invitations– Go to the **Interview Scheduler, Applicants** page.

-Send invitation to one applicant – Click the **Invite** button on the row where the applicant's name appears. A message box will appear where you can input content to include when sending the invitation.

-Send multiple invitations – Check the box next to the applicants names, select the **Actions** button and choose the **Invite to Interview** button. A message box will appear where you can input content to include when sending the invitation.

The screenshot shows the 'Interview Scheduler / Applicants' page. The 'APPLICANTS' tab is active, displaying a table of applicants. A callout box points to the 'Actions' dropdown menu, which includes 'Invite to Interview'. Another callout box points to the 'Invite' button for a specific applicant.

| | Medical School | Invite Date | Accept Date | Interview Date | Interview Time | Status | | |
|-------------------------------------|---------------------------|---|-------------|----------------|----------------|---------------------|----------|--------|
| <input type="checkbox"/> | Adams, Amber | Texas Tech University | 10/14/2021 | 10/14/2021 | 11/23/2021 | 08:00 am → 11:00 am | Accepted | Cancel |
| <input type="checkbox"/> | #64505 Allen, Andrew | Icahn School of Medicine at Mount Sinai | 10/14/2021 | | | | Pending | Cancel |
| <input type="checkbox"/> | #64587 Brown, Angela | U Arkansas for Medical Sciences College of Medicine | 10/14/2021 | 10/14/2021 | 11/23/2021 | 08:00 am → 11:00 am | Accepted | Cancel |
| <input checked="" type="checkbox"/> | #64510 Brown, Crystal | U South Florida | | | | | | Invite |
| <input checked="" type="checkbox"/> | #64503 Bryant, Jason | U Kansas School of Medicine - Wichita | | | | | | Invite |
| <input type="checkbox"/> | #64532 Burton, Anthony | U Alabama School of Medicine- Birmingham | | | | | Accepted | Cancel |
| <input type="checkbox"/> | #64555 Clark, Ashley | Duke University School of Medicine | | | | | | Invite |

The 'INVITE TO INTERVIEW' modal is open, showing a list of selected applicants on the left and a text editor on the right. A callout box points to the applicant list.

INVITE TO INTERVIEW

64510 Crystal Brown
U South Florida

64503 Jason Bryant
U Kansas School of Medicine - Wichita

Next interview days will become available for these applicants

Nov 23
3/6 slots free

Subject
Interview invitation from program ID 5592 University of Florida COM

Invitation text

Manage templates Use template Insert placeholder

I'm very pleased to inform you that you have been selected for an interview for the program XYZ.

The date of the interview will be Thursday November 23rd in the evening . The precise time of the interview will be communicated to you shortly. All interviews will be conducted virtually.

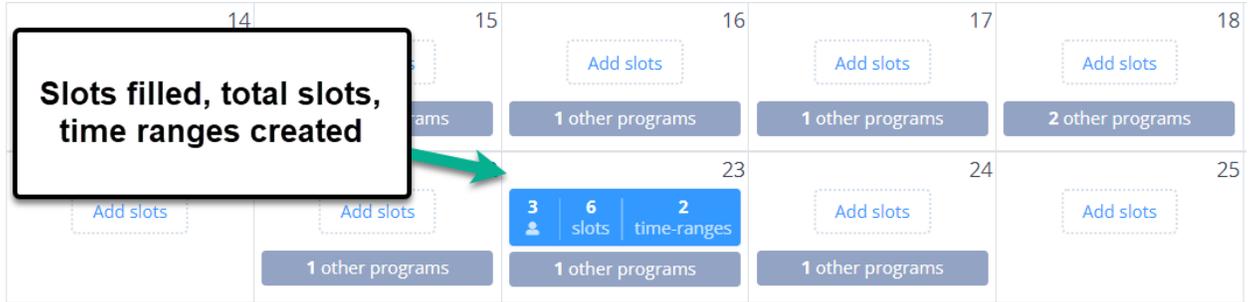
Please confirm your presence as soon as possible.

Attach Files (up to 10) **Send** Cancel

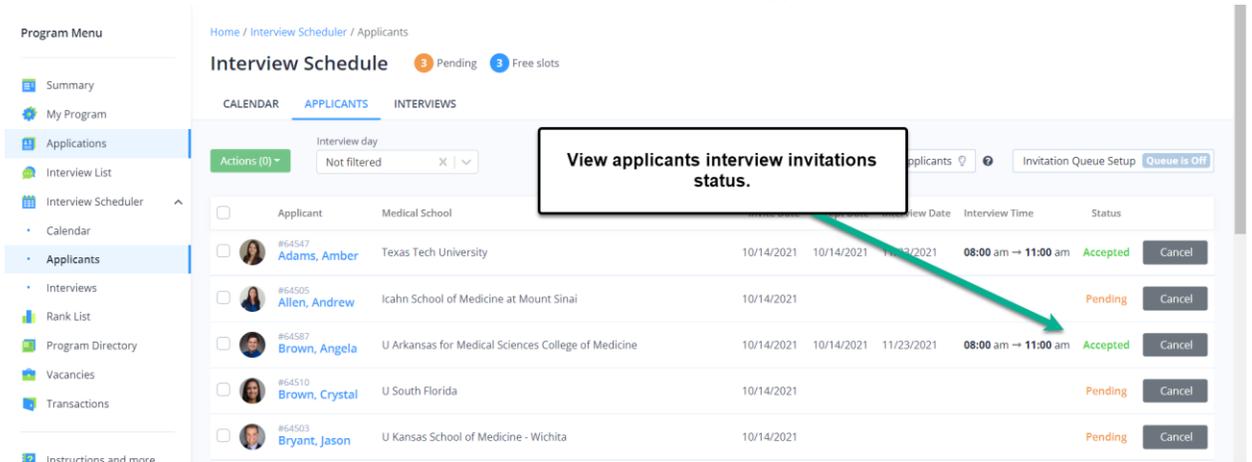
200MB is the maximum file size.

Step 6) Check the status of invitations

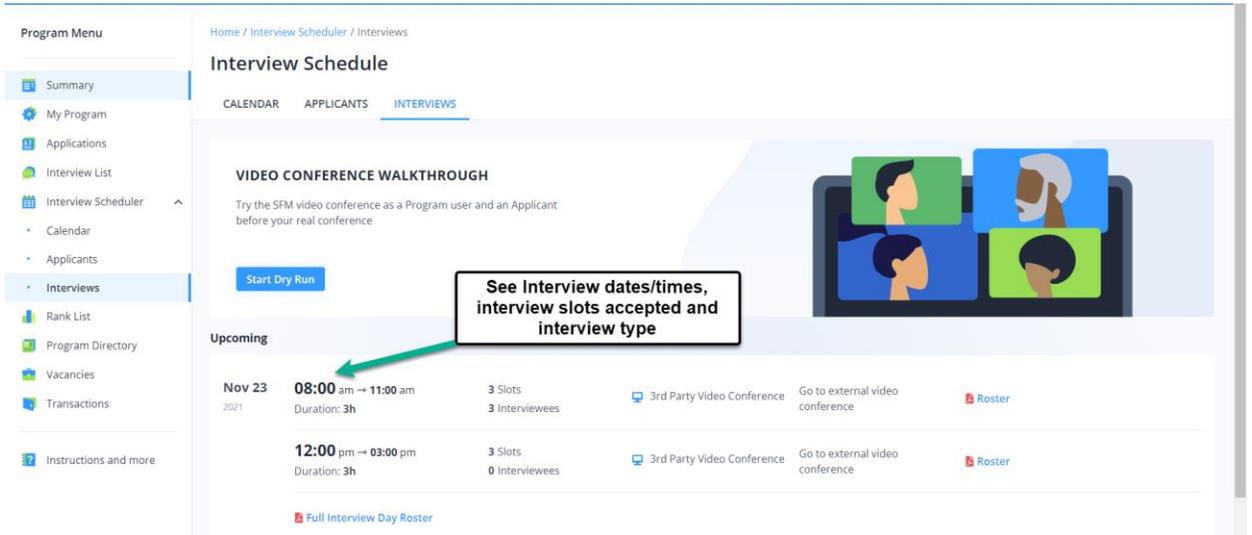
-Calendar – This page will display the number of slots filled and remaining for all interview dates that your program has created.



-Applicants – View the list of applicants which lists information including the interview date, interview time and status (Accepted, Declined, Canceled, Pending).

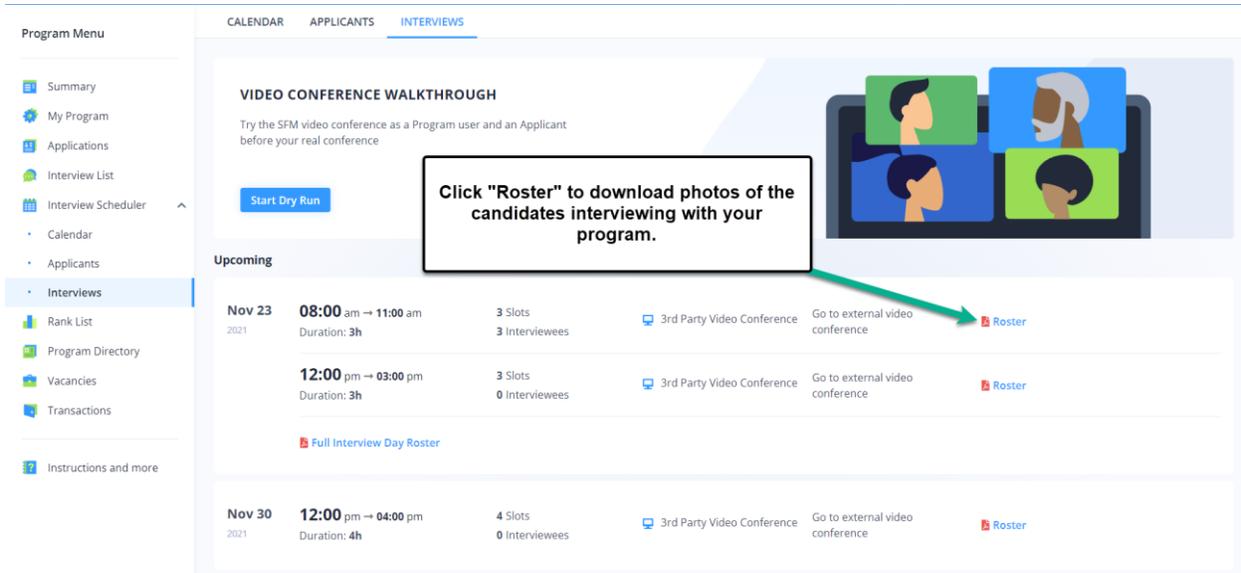


-Interviews – This page displays the dates of all interviews created and total number of interview slots created, slots filled, and interview type.



More options:

-Download Roster – Roster sheets that include applicants names and photos can be downloaded from the **Interview Scheduler, Interviews** page.



- Add an applicant manually - Manually adding an applicant to the calendar will populate the program calendar and applicant calendar simultaneously. An e-mail confirmation will be sent to the applicant when you have added them to the calendar.

-Private interview session - Select the **Private** check box - The private checkbox allows you to create interview sessions that are not visible to applicants when they are choosing interview dates. The program user can add applicants manually to the calendar for this interview session.

Note: Private interview date sessions have been helpful to programs that have a separate interview dates for their medical school/internal candidates.

Time Ranges (1)
4 slots | 0 filled

Documents
Not loaded

Roster

Lock before days

UPDATE TIME RANGE

Time
Hour: 12 Minute: 00 AM/PM: PM → Hour: 4 Minute: 00 AM/PM: AM

Slots
Slots count: 4 + Add Interview Slot 0 slots filled

1. Empty Slot
2. Empty Slot
3. Empty Slot
4. Empty Slot

Type
 In-person SFMatch Video Conference 3rd Party Video Conference

Private

+ Add an applicant manually

Select Applicant...
Adams, Amber #64547
Allen, Andrew #64505
Brown, Angela #64587
Brown, Crystal #64510
Bryant, Jason #64503
Burton, Antho... #64532
Clark, Ashley #64555
Clark, Step... #64565
Davis, Donna #64475

Update time range Cancel ⚠️ Current time zone is Eastern Standard Time

-Waitlist for Applicants

Programs have the option to allow applicants that have already accepted an interview date at your program the option to place themselves on a waitlist for a separate interview date that is currently full. The SF Match system will move the applicant into the waitlisted date if a slot becomes available (give the interview date has not been locked). To enable the waitlist, go to the **Applicants** page and click the **“Waitlist for Applicants”** button.

Program Menu

- Summary
- My Program
- Applications
- Interview List
- Interview Scheduler
 - Calendar
 - Applicants**
 - Interviews
- Rank List
- Program Directory
- Vacancies
- Transactions
- Instructions and more

Home / Interview Scheduler / Applicants

Interview Schedule 3 Pending 3 Free slots

CALENDAR **APPLICANTS** INTERVIEWS

Actions (0) Not filtered X

Waitlist for Applicants 🔔 Invitation Queue Setup Queue is ON

| | Applicant | Medical School | Invite Date | Accept Date | Interview Date | Interview Time | Status | |
|--------------------------|--------------------------|---|-------------|-------------|----------------|---------------------|----------|--------|
| <input type="checkbox"/> | #64547 Adams, Amber | Texas Tech University | 10/14/2021 | 10/14/2021 | 11/23/2021 | 08:00 am → 11:00 am | Accepted | Cancel |
| <input type="checkbox"/> | #64505 Allen, Andrew | Icahn School of Medicine at Mount Sinai | 10/14/2021 | | | | Pending | Cancel |
| <input type="checkbox"/> | #64587 Brown, Angela | U Arkansas for Medical Sciences College of Medicine | 10/14/2021 | 10/14/2021 | 11/23/2021 | 08:00 am → 11:00 am | Accepted | Cancel |
| <input type="checkbox"/> | #64510 Brown, Crystal | U South Florida | 10/14/2021 | | | | Pending | Cancel |
| <input type="checkbox"/> | #64503 Bryant, Jason | U Kansas School of Medicine - Wichita | 10/14/2021 | | | | Pending | Cancel |

-Invitation Queue

Programs can setup a list of candidates to receive invitations. This can happen before or after sending invitations to other candidates. Use the following steps to enable your Queue:

-Add applicants to your Queue and press the **Create Rules** button.

INVITATION QUEUE IS OFF

Add applicants to the queue and arrange them in the order you want them to receive invitations. When the queue becomes active and define the amount of time the applicant will automatically begin sending invitations as interview slots become available.

Add applicants to your Queue in the order you want them to receive invitations.

Select Applicant

| | | | |
|--------|---------------------|--|---|
| #64475 | Donna Davis | Ohio University Heritage College of Osteopathic Medicine ... | ✕ |
| #64523 | Hannah Lee | U Pennsylvania- Perelman School of Medicine | ✕ |
| #64546 | Thomas Moore | Baylor College of Medicine | ✕ |

SETTINGS ✕

Create rules

-Pick the date/time the Queue becomes active.

AUTOMATION WIZARD ✕

1. **SCHEDULE ACTIVATION** 2. APPLICANT RESPONSE TIME 3. INVITATION MESSAGE (OPTIONAL) 4. SUMMARY

SCHEDULE ACTIVATION

Define the start time for the queue

Warning!

When queue becomes active, all current invitations in "Pending" status will be canceled.

Show pending invitations (3)

Enter the date and time when the Queue becomes active

Queue will become active on:

10/18/2021

Hour: 8 Minute: 00 AM/PM: AM

Eastern Standard Time

Back Next

-Select the number of days an applicant has to respond to the invitation. If an applicant does not respond in time, the queue will cancel the invitation and send an invitation to the next applicant listed.

AUTOMATION WIZARD

1. SCHEDULE ACTIVATION 2. **APPLICANT RESPONSE TIME** 3. INVITATION MESSAGE (OPTIONAL) 4. SUMMARY

APPLICANT RESPONSE TIME

Define how long applicants have to respond before their invitation is canceled (and the next applicant in the queue is invited).

Time to respond

1 day | v

2 days

3 days

4 days

5 days

Back Next

-Enter the e-mail message you would like the applicant to receive.

AUTOMATION WIZARD

1. SCHEDULE ACTIVATION 2. APPLICANT RESPONSE TIME 3. **INVITATION MESSAGE (OPTIONAL)** 4. SUMMARY

INVITATION MESSAGE

Insert text that will be added to the default invitation message (optional).

Dear **[Applicant Name]** (ID: [Applicant ID]),

You have an interview invitation from the program listed below:

Program ID: 5592
Program Name: University of Florida COM
Specialty: Micrographic Surgery/Derm Oncol
Invitation Expires in: 1 day

Manage templates Use template v Insert placeholder v

I'm very pleased to inform you that you have been selected for an interview.

The date of the interview will be Thursday December 2nd in the evening. The precise time of the interview will be communicated to you shortly. All interviews will be conducted virtually.

Please confirm your presence as soon as possible.

Add Document 200MB is the maximum file size.

-Review the rules and confirm.

AUTOMATION WIZARD x

1. SCHEDULE ACTIVATION 2. APPLICANT RESPONSE TIME 3. INVITATION MESSAGE (OPTIONAL) 4. SUMMARY

Invitations will be sent according to the number of available slots.

SCHEDULE ACTIVATION

Queue will become active on
October 18, 2021 at 08:00 am
Eastern Standard Time

APPLICANT RESPONSE TIME

2 days

Note: If applicant does not respond within the time listed above, the system will send an invitation to the next applicant in the queue (applicants that do not respond within the time period will have the invitation canceled.)

INVITATION MESSAGE

Additional text:

I'm very pleased to inform you that you have been selected for an interview. The date of the interview will be Thursday December 2nd in the evening

[Preview full invitation message](#)

[Back](#) [Turn on](#)

Review rules and turn on the queue

Note:

When the queue becomes active, all prior applicants (not in the queue) with a status of **Pending** will have their interview invitations cancelled.