

Company Managed Visit Schedule

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For companies that wish to manage scheduling visits manually without using the built in scheduling available in GradLeaders Career Center, visits may be configured so that the employer will be able to manage the schedule outside of GradLeaders Career Center. In order to allow companies to manage the visit schedule(s): Admin > OCR > Visit Detail > Add/Edit Visit Select 'Yes' to the question: 'Company Arranging Interviews?' When this question has a 'Yes' response, it shows in the OCR Header a red '*Company Arranging Interviews *' This can be updated as needed by the admin user. Once a Visit is marked as '*Company Arranging Interviews *', it is displayed as the status everywhere in GradLeaders Career Center. This visit state trumps ALL other status / dates / deadlines for the visit. On the Admin Visit Grid, the Status column reflects the visit as '* Company Arranging Interviews*' On the Employer Visit Grid the Status column reflects the visit as '* Company Arranging Interviews*' On the Employer Visit detail, the header above all tabs reflects that the visit as '* Company Arranging Interviews*' On the Candidate Visit Grid (ALL) tabs the Status column reflects the visit as '* Company Arranging Interviews*'. Also, the action is always "View" when in this state. On the Candidate Visit Detail the Interview Status reflects the visit as '* Company Arranging Interviews*' If the admin user toggles off the '* Company Arranging Interviews *' by changing the visit response, the system then calculates status and actions according to the usual rules, dates and deadlines. When a visit is marked as "Company Arranging Interviews", the following changes are implemented for that visit for the Employer View of the visit. On the Visit File Closed and open fields are suppressed on the visit grid On the Visit's Main tab

There is a job board screen message named "Employer Visit Detail - Company Coordinated Interviews" available This screen message is displayed on the main and candidate tabs when the visit is marked as company coordinated The following fields are suppressed from the sub header section on the visit view Closed list file Applicant view The following information about the visit is also suppressed

Interview type Back to Back Closed List Due Room The following fields are suppressed from the Interview details section Closed List Due Current Status Schedule Freeze Date The following fields are suppressed from the bottom of the Interview details section Rooms in Use Back to Back # of Closed Slots # of Open Slots Interview Type Schedule Type On the Candidates tab: The following tabs are suppressed Closed List Alternates The following icons are suppressed Rerank Finalize Ready to Finalize The following columns are suppressed US Work Auth Non-Us work Auth Invite Alternate Status Deselect On the Application Detail Page The following radio buttons are suppressed Invite Alternate Deselect ***Dead/DoNotMigrate***

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