

Article Number: 3379 | Rating: Unrated | Last Updated: Jan 4, 2019 at 10:23 AM

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### **Changing Number of Candidates per Slot** [Back to Top](#)

Select a Mock Interview Edit the mock interview On the edit page, the system will first count the number of students signed up for each slot on that schedule.Â Whichever slot has the most signups, that value becomes the new "lowest threshold".Â The edit pick list is then defined so that all integers between "lowest threshold" and 30 are able to be selected.Â This will allow the user to reduce the "# of candidates per time slot" to the lowest possible number without having a student removed. When the record is saving, the system should count the students again.Â If a student has signed up while the admin user was sitting on the page, and the student max count now exceeds the admin users selection, the admin user receives a popup message stating that "too many students have signed up already.", and their changes are not saved. Â

**Reviewing the Schedule/Adding Candidates** [Back to Top](#) From the Dashboard toolbar, click Other CSO Activities Click Mock Interviews from the sub-menu Select desired Mock Interview date from the Mock Interviews page From the Mock Interview Details page, review each candidate To add a candidate to a particular slot, click the Add Student icon next to the desired time slot From the Select Candidate page, select the candidate from the list, or utilize the candidate name search field Click Add Appointment Signup next to the desired candidate

*Note: The candidate will now be noted as "On List."* • **Adding Candidates from the Waitlist** [Back to Top](#) From the Mock Interview Details page, click the Student Waitlist tab Click the Promote icon next to the desired student To add the candidate to a particular slot, click the Add Student icon next to the desired time slot From the Select Candidate page, select the candidate from the list, or utilize the candidate name search field Click Add Mock Interview Signup next to the desired candidateÂ

*Note: The candidate will now be noted as "On List."* •

Posted by: KB Admin - Jan 4, 2019 at 10:23 AM. This article has been viewed 1805 times.

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