

# Applicant Guide

How to accept, reschedule and decline an interview

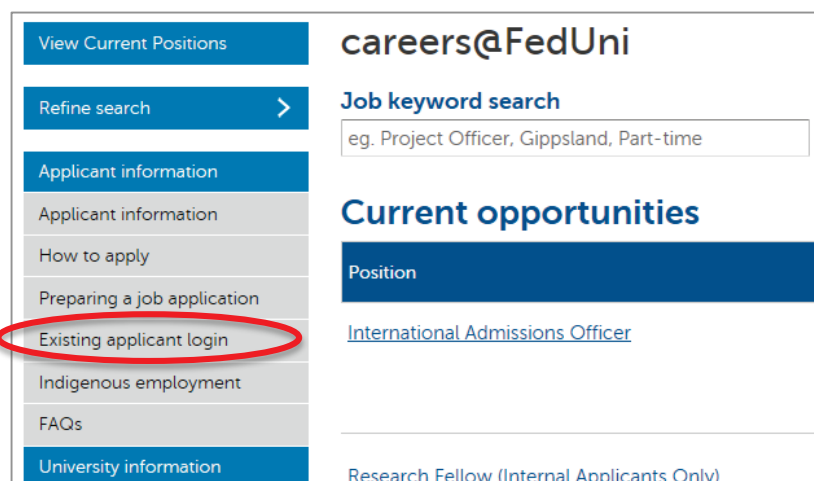
## Access for people with a disability

If you have any questions or concerns about the accessibility of the online process, or to arrange any disability access or participation requirements needed for the interview, please contact us via [hr@federation.edu.au](mailto:hr@federation.edu.au) or phone **5327 9756**.

## Accepting an interview

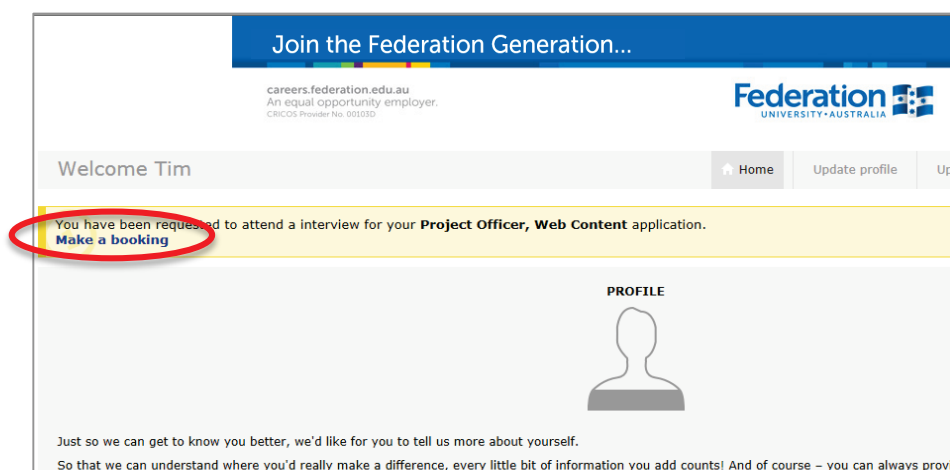
If you are shortlisted for an interview you will receive an email (or SMS if you have elected to receive SMS notifications) advising that you have been shortlisted and asking you to login to your account to select an interview time.

Please click on **Existing applicant login** on the left-hand side of the Careers@FedUni website or [click here to login to your account](#).



The screenshot shows the careers@FedUni website interface. On the left is a navigation menu with the following items: View Current Positions, Refine search, Applicant information, Applicant information, How to apply, Preparing a job application, Existing applicant login (circled in red), Indigenous employment, FAQs, and University information. The main content area displays the site title 'careers@FedUni', a 'Job keyword search' box with the example text 'eg. Project Officer, Gippsland, Part-time', and a section for 'Current opportunities' with links for 'International Admissions Officer' and 'Research Fellow (Internal Applicants Only)'.

When you login you will see a yellow banner at the top of the screen as shown below. Click on **Make a Booking**.

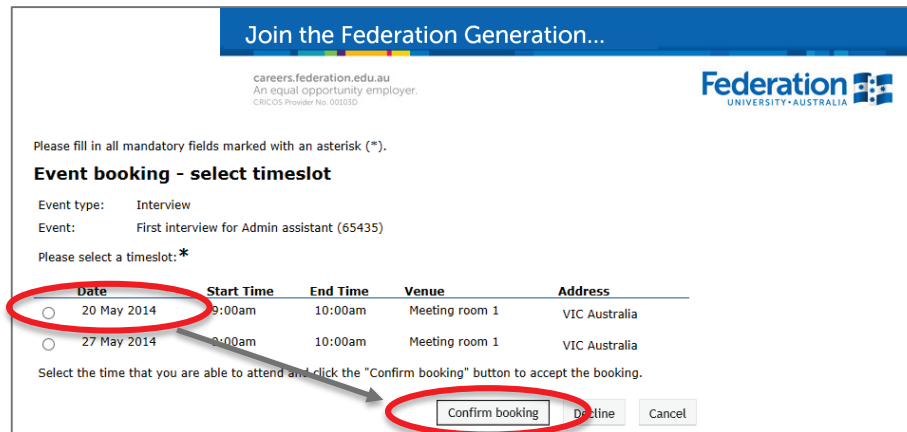


The screenshot shows the user profile page for 'Tim'. At the top, there is a blue banner that says 'Join the Federation Generation...'. Below this is the site header with 'careers.federation.edu.au' and the Federation University Australia logo. The user is greeted with 'Welcome Tim' and navigation links for 'Home', 'Update profile', and 'Up'. A yellow banner across the top of the profile area contains the message: 'You have been requested to attend a interview for your Project Officer, Web Content application. Make a booking' (the 'Make a booking' link is circled in red). Below the banner is a 'PROFILE' section with a placeholder for a profile picture and a message: 'Just so we can get to know you better, we'd like for you to tell us more about yourself. So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course - you can always provi'.

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Select a timeslot by clicking the button beside the suitable time. Then click **Confirm booking**.



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Please fill in all mandatory fields marked with an asterisk (\*).

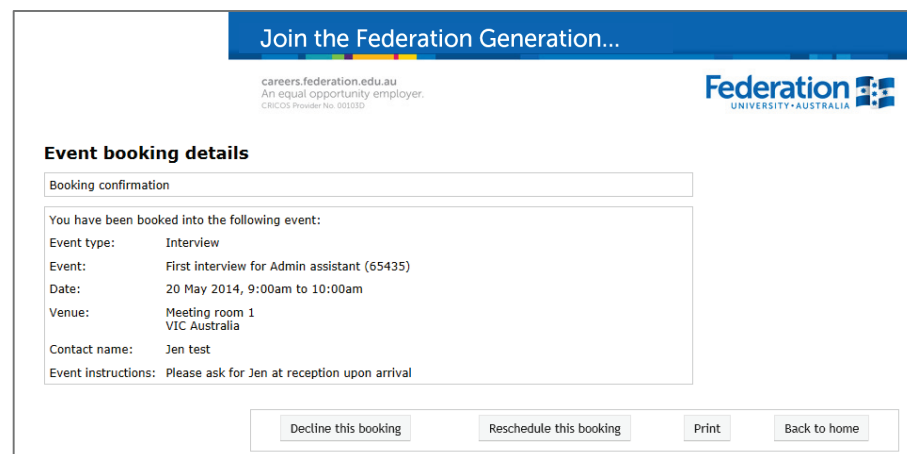
**Event booking - select timeslot**

Event type: Interview  
Event: First interview for Admin assistant (65435)  
Please select a timeslot: \*

Date	Start Time	End Time	Venue	Address
<input type="radio"/> 20 May 2014	9:00am	10:00am	Meeting room 1	VIC Australia
<input type="radio"/> 27 May 2014	9:00am	10:00am	Meeting room 1	VIC Australia

Select the time that you are able to attend and click the "Confirm booking" button to accept the booking.

The below confirmation will then appear.



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**Event booking details**

Booking confirmation

You have been booked into the following event:

Event type: Interview  
Event: First interview for Admin assistant (65435)  
Date: 20 May 2014, 9:00am to 10:00am  
Venue: Meeting room 1  
VIC Australia  
Contact name: Jen test  
Event instructions: Please ask for Jen at reception upon arrival

You will also receive an email confirming your interview details and a reminder one day prior to your interview.

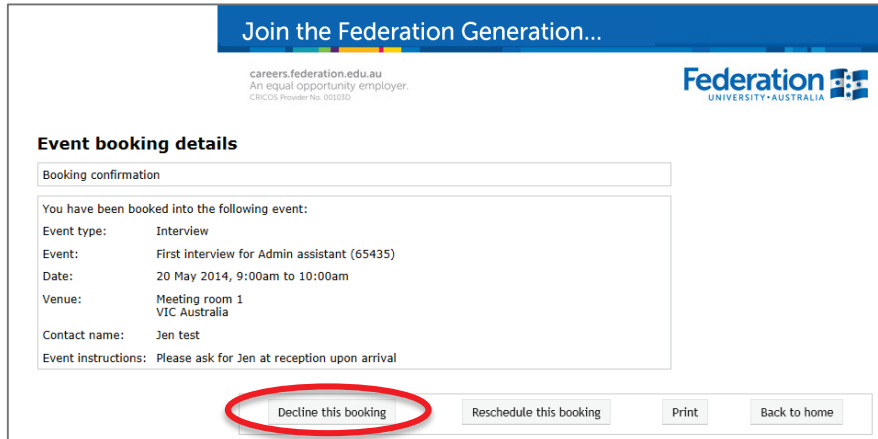
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## Declining an interview

If you wish to decline an interview you have two options:

1. On the **Event booking** screen select **Decline this booking**; or



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### Event booking details

Booking confirmation

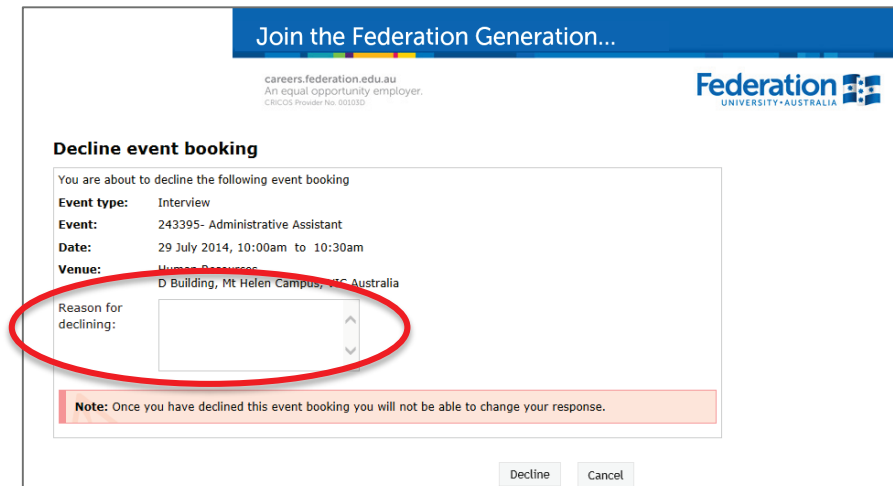
You have been booked into the following event:

Event type: Interview  
Event: First interview for Admin assistant (65435)  
Date: 20 May 2014, 9:00am to 10:00am  
Venue: Meeting room 1  
VIC Australia  
Contact name: Jen test  
Event instructions: Please ask for Jen at reception upon arrival

Decline this booking Reschedule this booking Print Back to home

2. From the **Home** screen select **View booking** beside the relevant application, then **Decline this booking**. The below confirmation will then appear.

At this stage—using either option—you will then be asked to provide a reason that you are declining your interview (shown below).



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### Decline event booking

You are about to decline the following event booking

Event type: Interview  
Event: 243395- Administrative Assistant  
Date: 29 July 2014, 10:00am to 10:30am  
Venue: ~~Human Resources~~  
D Building, Mt Helen Campus, VIC Australia

Reason for declining:

Note: Once you have declined this event booking you will not be able to change your response.

Decline Cancel

**Please Note:** by declining the interview you are withdrawing your application.

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## Reschedule an interview

You have the option of rescheduling your booking if timeslots are available. To do this, click on View booking as shown below.

### Event bookings

- ▶ Interview - 243395- Administrative Assistant, 29 July 2014 12:00pm - 12:30pm [View booking](#)
- ▶ Interview - 07-111 Administrative Officer - 2, 31 July 2014 12:00pm - 12:30pm [View booking](#)

Now click **Reschedule this booking**.

### Event booking details

Booking confirmation

You have been booked into the following event:

Event type: Interview

Event: 07-111 Administrative Officer - 2

Date: 31 July 2014, 12:00pm to 12:30pm

Venue: Human Resources  
D Building, Mt Helen Campus, VIC Australia

[Decline this booking](#) [Reschedule this booking](#) [Print](#) [Back to home](#)

If you use **Microsoft Outlook** you can add this booking to your Microsoft Outlook calendar by [Add to Calendar](#).

You will then be able to select a suitable timeslot from those remaining.