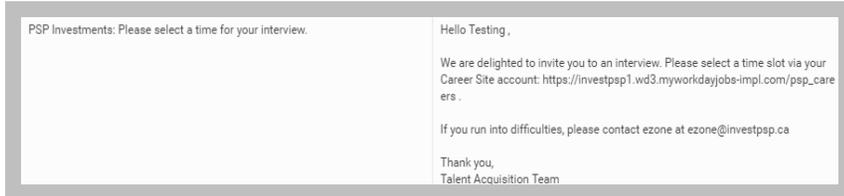
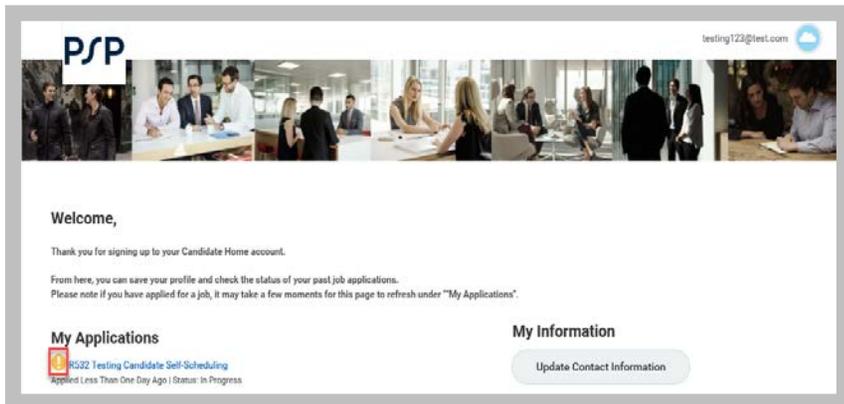


HOW TO SELECT A TIME SLOT FOR A PHONE INTERVIEW

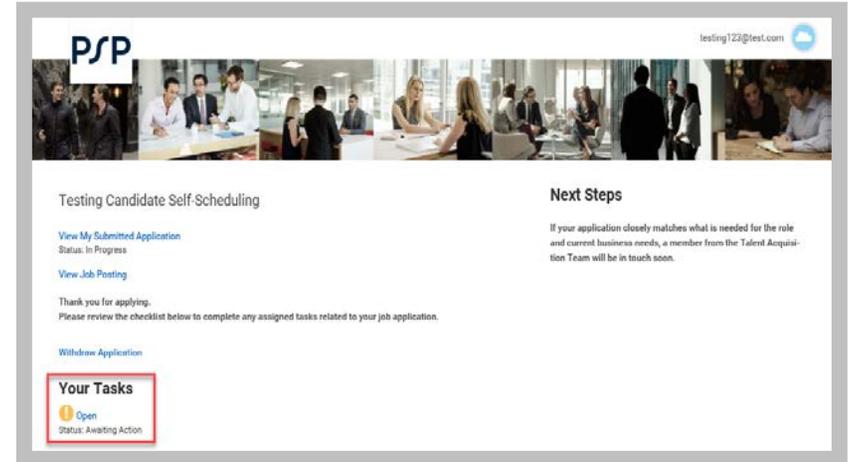
1. Once you have been selected for a phone interview, you will receive an email notification to access your **candidate home account** to select a time slot.



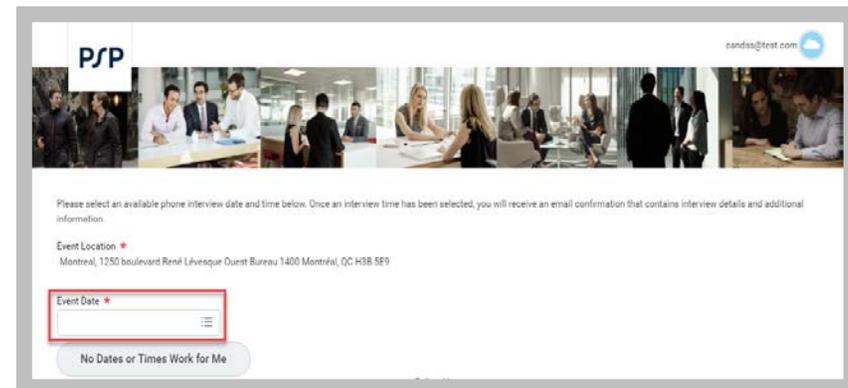
2. From your candidate home account, you will see the “!” next to your application which indicates that you have a task awaiting your action.



3. Clicking on the application link brings you to the self-scheduling task. Click on **Open** under “**Your Tasks**”:



4. Select a date under “**Event Date**”:



5. A Calendar will display with available times. Select a time slot and click **OK**:

Event Date *
 X Friday, June 7, 2019

Available Times 16 items | 1 selected, max allowed: 1

<input type="checkbox"/>	Start Time	End Time	Location
<input checked="" type="checkbox"/>	9:00 AM EDT	9:30 AM EDT	
<input type="checkbox"/>	9:30 AM EDT	10:00 AM EDT	
<input type="checkbox"/>	10:00 AM EDT	10:30 AM EDT	

- You can go back to your Profile to see your Phone Interview event:

Welcome,

Thank you for signing up to your Candidate Home account.

From here, you can save your profile and check the status of your past job applications. Please note if you have applied for a job, it may take a few moments for this page to refresh under "My Applications".

My Scheduled Events

[testing for R761 Intern Analyst, Private Equity - Direct \(September - December 2019\)](#)
 June 7, 2019 | 9:00 AM EDT - 9:30 AM EDT

My Applications

[R761 Intern Analyst, Private Equity - Direct \(September - December 2019\)](#)
 Applied Less Than One Day Ago | Status: In Progress

- A confirmation message will display:



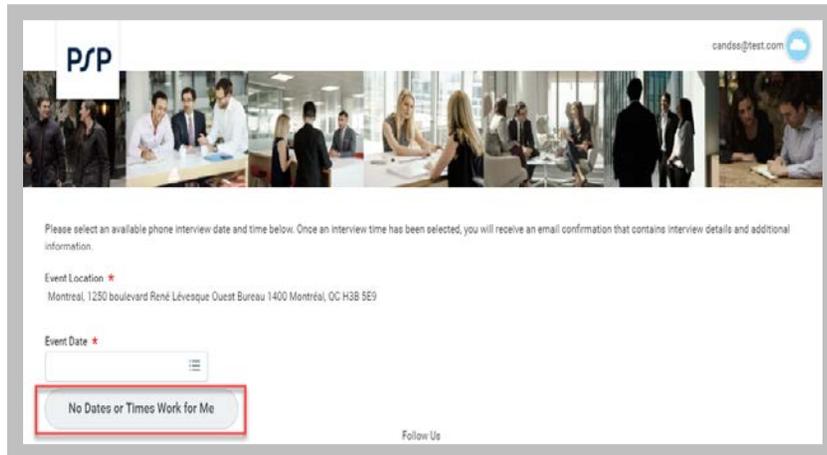
Your Event has Been Scheduled!

WTEte4

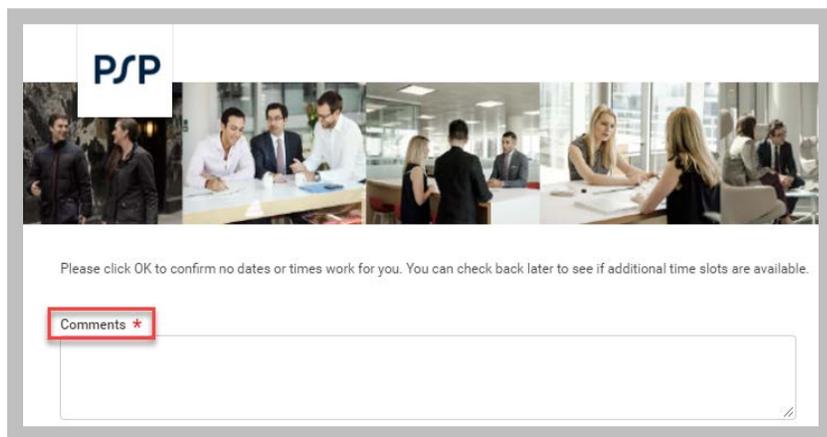
Date: June 7, 2019
 Time: 9:00 AM EDT - 9:30 AM EDT
 Location:
 Montreal
 1250 boulevard René Lévesque Ouest
 Bureau 1400
 Montréal, QC H3B 5E9

WHAT TO DO IF NO DATES OR TIMES SLOT WORK FOR ME

1. Once you are in the task to select a time slot, and none of the available slots suit your availability, you can click on **“No Dates or Times Work for Me”**:



2. In the **“Comments”** box, indicate to the recruiter what would be your availabilities:



3. A recruiter from the Campus Talent Acquisition team will get in touch with you to confirm a new date and time for your phone interview.

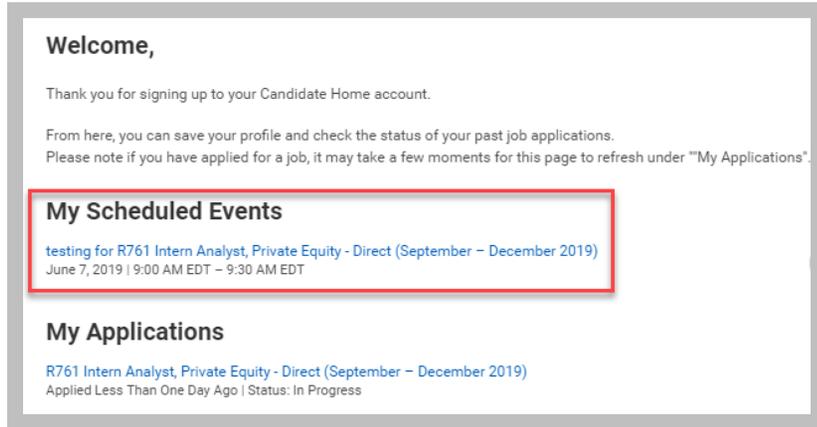


Be careful: this option is only available the first time you are selecting a time slot.

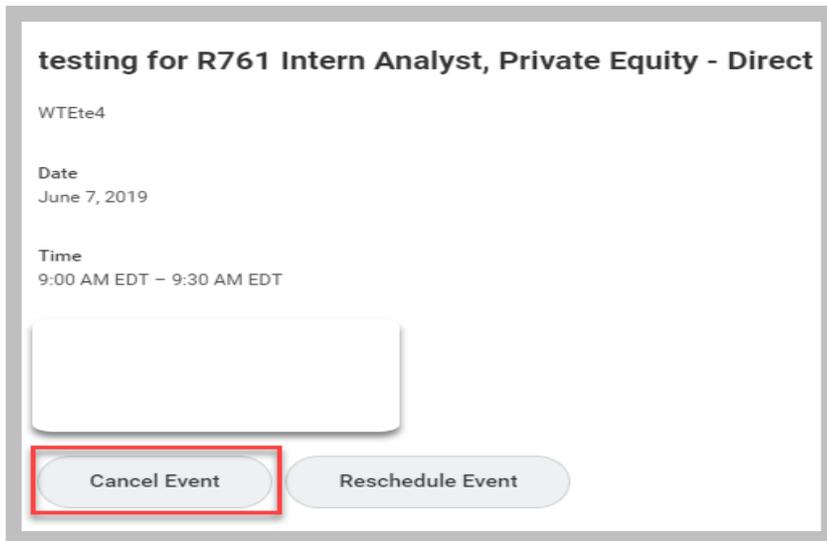
If you have selected a time slot and then, you change your mind, you can only reschedule amongst the time slots left or cancel your time slot.

HOW TO CANCEL A TIME SLOT FOR A PHONE INTERVIEW

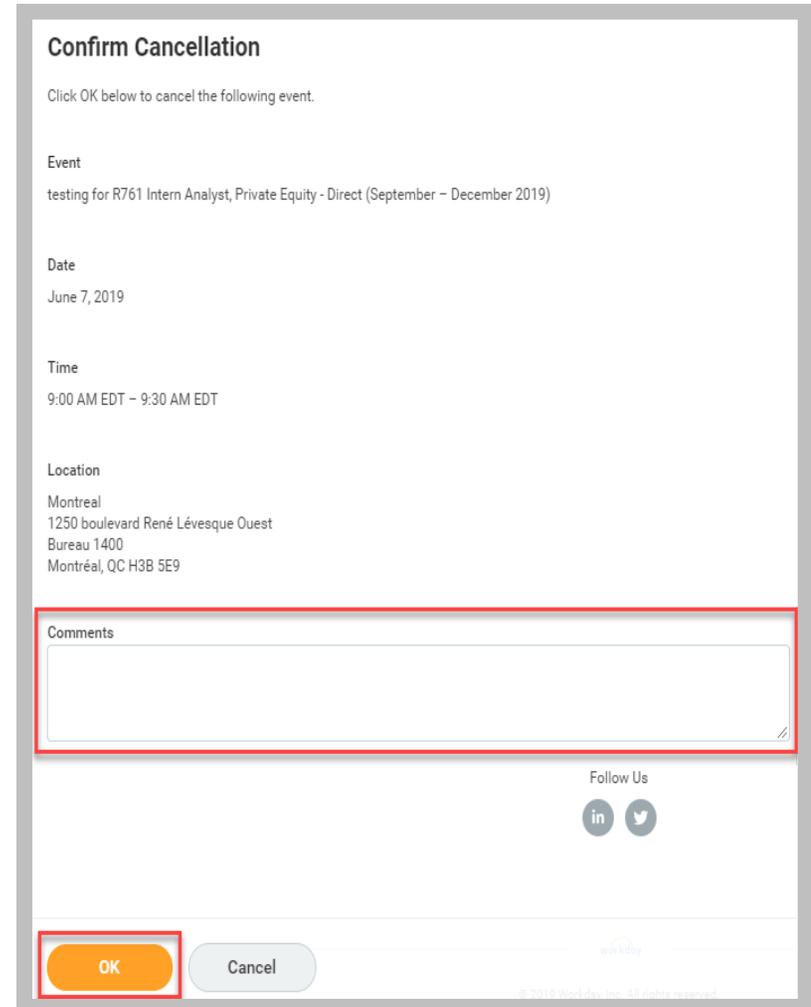
1. Log in to your Candidate Home Account.
2. From your Profile, click on “My Scheduled Events”:



3. Click on “Cancel Event”:



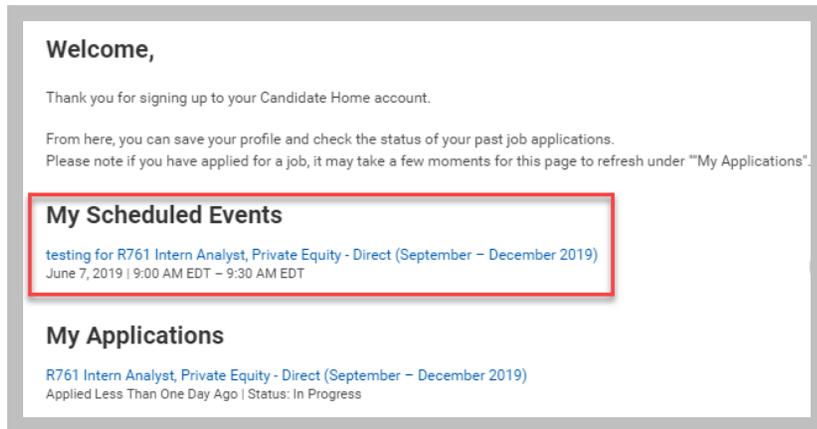
4. To confirm your cancellation, write a comment in the “Comments” box and click **OK**:



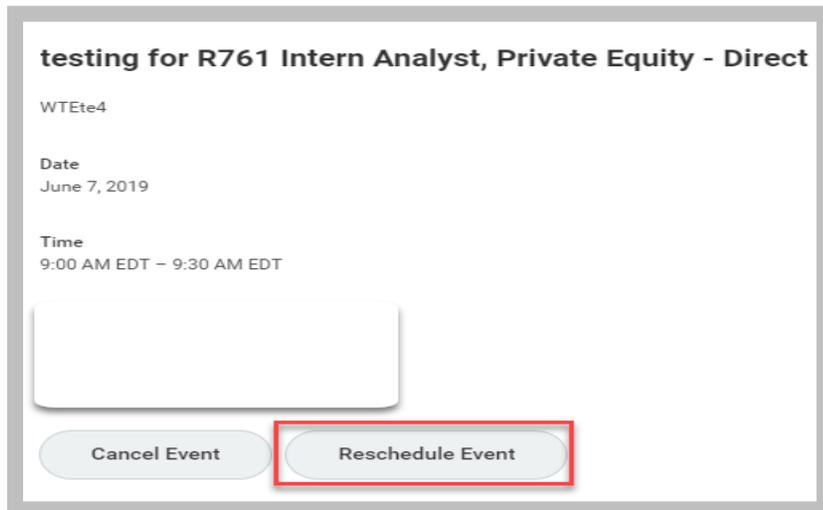
5. A notification will be sent to the Recruiter and the task will disappear from your Candidate Home Account.

HOW TO RESCHEDULE A TIME SLOT FOR A PHONE INTERVIEW

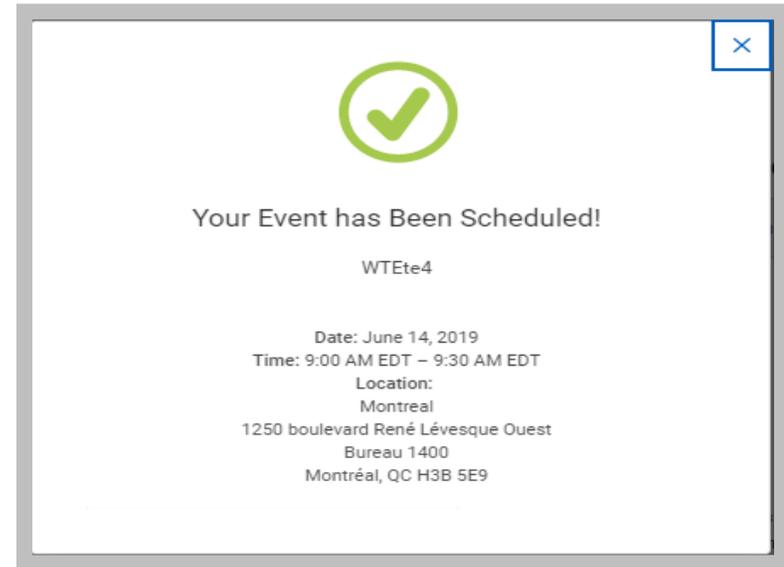
1. Log in to your Candidate Home Account.
2. Click on “My Scheduled Events”:



3. Click on “Reschedule Event”:



4. Select a new time slot and write a comment if needed in the “Comments” box. Click **OK**.
5. A confirmation message will display:



6. A notification will be sent to the Recruiter and the new time slot will appear in your Candidate Home Account.