## Candidate

#### HOW TO SELECT A TIME SLOT FOR A PHONE INTERVIEW

 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.

PSP Investments: Please select a time for your interview.	Hello Testing ,
	We are delighted to invite you to an interview. Please select a time slot via your Career Site account: https://investpsp1.wd3.myworkdayjobs-impl.com/psp_care ers .
	If you run into difficulties, please contact ezone at ezone@investpsp.ca
	Thank you, Talent Acquisition Team

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":

PCP	candas@test com
Normal Cold States of States of States	1ª Sala
Plane solid in a solid black how interview of the tables. For an interview time bet here soles before an end or for the tables interview of the tables.	are details and additional
rease seeven a reasone prove mervew use and time below, once an mervew time has been seeved, you will receive an email commission has comains mervin information.	ew details and additional
Event Location * Montreal, 1250 boulevard René Lévenque Ouest Bureau 1400 Montréal, QC H38.5E9	
Event Date *	
No Dates or Times Work for Me	

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

Frid	lay, June 7, 2019	cted, max allowed: 1		
	Start Time	End Time	Location	
~	9:00 AM EDT	9:30 AM EDT	(	
	9:30 AM EDT	10:00 AM EDT		
	10:00 AM EDT	10:30 AM EDT		

#### 6. A confirmation message will display:



7. 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

# Candidate

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## Candidate

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

 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":

P/P	des@fest.com
Please select an available phone interview date and time below. Once an interview time has been selected, you will receive an email confirmation that contains interview detail information.	is and additional
Event Location * Montreal, 1250 boulevard Rané Lévesque Ouest Bureau 1400 Montréal, OC H38 559	
Event Date *	
No Dates or Times Work for Me	
Follow Us	

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:

m Cancellation	
elow to cancel the following event.	
R761 Intern Analyst, Private Equity - Direct (September – De	cember 2019)
19	
DT - 9:30 AM EDT	
Provide Provide American Constant	
evard René Lévesque Ouest NO	
QC H3B 5E9	
3	
	Follow Lis
Cancel	

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.