

# Oracle Recruiting Cloud

External candidate  
invite to interview guide



**Candidate Managed Interview Process:** Once you have been selected for interview, your status will be moved from under consideration to interview phase, the below update will be visible to you in your **Profile page** and **status** will show as Interview schedule.

Click **View Details** button to see the details of the interview schedule or alternatively click the interview calendar hyperlink in the interview invite received via the email.

The screenshot shows a user profile page for 'orc Test Candidate' with email 'Test.orc@yopmail.com'. The page has a navigation bar with a home icon and a 'Profile' link highlighted with a red box. Below the profile information are links for 'MY APPLICATIONS' and 'INFO AND ALERTS'. Under 'ACTIVE JOB APPLICATIONS', there is a card for 'Personnel officer Test' at 'South Lanarkshire, United Kingdom'. The card shows a status of 'Interview Schedule' (highlighted with a red box), a green checkmark indicating 'You have an interview scheduled', and a 'View Details' button (also highlighted with a red box). A footer note reads 'South Lanarkshire Council Careers • 33 • Applied on 12/18/2023'.

### Schedule your interview for the job Personnel officer Test

<slrecruitment@oraclecloud.com>

Thursday, January 18, 2024 10:51:42 PM

#### You're invited to schedule an interview

Hello, Charles,

We are pleased to advise that your application for post Personnel officer Test has successfully progressed to the next stage of our recruitment process.

Go to the [interview calendar](#) to schedule your interview.

Sincerely,

Personnel Services

Choose the interview slot (Date and time) as shown on the page below.

Home | Schedule Interview

## Schedule Interview

Please ensure that you are able to attend on the date and time before choosing your slot.

NEXT WEEK Time zone: Asia/Calcutta

<b>Monday</b> January 22, 2024	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM
<b>Tuesday</b> January 23, 2024	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM
<b>Wednesday</b> January 24, 2024	2:00 PM	2:30 PM	3:00 PM	3:30 PM	4:00 PM	4:30 PM

Request additional interview slots

### Click **Schedule Interview**

Would you like to schedule this interview?

**Monday, January 22, 2024**  
**3:30 PM - 4:00 PM Asia/Calcutta**

Location **1 Victoria Street, BLANTYRE, G72 0BS, UNITED KINGDOM**  
Interviewer **Abbie McGuinness**

SCHEDULE INTERVIEW

Request additional interview slots

Interview Schedule confirmation is shown below. Candidates will also receive an email to confirm their interview details.

Your interview is scheduled. Here are the details.

**Monday, January 22, 2024**  
**3:30 PM - 4:00 PM Asia/Calcutta**

Location **1 Victoria Street, BLANTYRE, G72 0BS, UNITED KINGDOM**  
Interviewer **Abbie McGuinness**

[Reschedule](#)  
[Cancel Interview](#)

Thank you for choosing your interview slot.

Before your interview and as part of the recruitment process candidates are required to complete a criminal convictions declaration form.

Please use this link to complete the online form and click **submit**. This form must be completed and submitted prior to the date of your interview.

[https://www.southlanarkshire.gov.uk/forms/form/322/en/slc\\_recruitment\\_-\\_criminal\\_convictions](https://www.southlanarkshire.gov.uk/forms/form/322/en/slc_recruitment_-_criminal_convictions)

This form will be treated as confidential and where required the content will be discussed with you at interview by the Chair of the Interview Panel.

Should the post require qualifications, where detailed in the job advert, please bring your original qualifications and photocopies to interview and present these to the chair of the Interview Panel.

**DELETE IF INTERNAL POST - USE THE FOLLOWING ASYLUM AND IMMIGRATION INFORMATION ON EXTERNAL CANDIDATES ONLY.**

Under the Immigration, Asylum and Nationality Act 2006, we also require you to bring original documentation and photocopies confirming you are legally entitled to live and work in the UK. Documents that may be used to prove your status include:

- A Passport or
- A Full British Birth Certificate or other documentation issued by the UK Border Agency together with a P45, P60 or National Insurance Document.

If you are an EU, EEA, or Swiss citizen, new rules apply. You will need to provide evidence of lawful immigration status in the UK. You are no longer able to use your passport or national identity card to prove your right to work in the UK unless you are an Irish citizen. You should use the online right to work checking service provided by the UK Government.

**Hiring Managed Interview process:** Once you have been selected for interview, your status will be moved from “under consideration” to “interview phase”; the update below will be visible to you in the **Profile page** and the **status** will show as “Interview schedule”.

Click **View Details** to view the interview details **or** alternatively click the **interview calendar** hyperlink in the interview invitation you received via the email.



**Schedule your interview for the job Personnel officer Test**  
<slcrecruitment@oraclecloud.com>  
Thursday, January 18, 2024 10:51:42 PM

**You're invited to schedule an interview**

Hello, Charles,

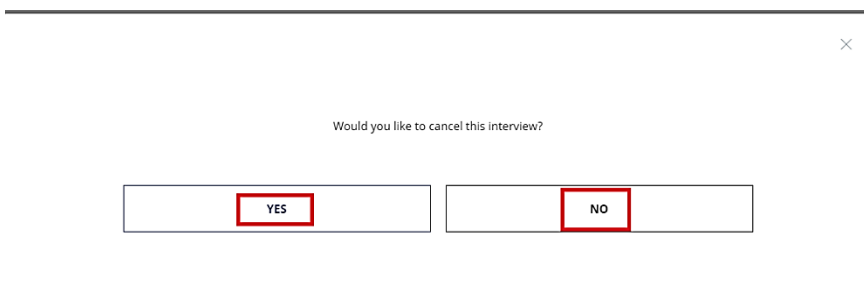
We are pleased to advise that your application for post Personnel officer Test has successfully progressed to the next stage of our recruitment process.

Go to the **interview calendar** to schedule your interview.

Sincerely,

Personnel Services

If you would like to cancel the interview, please click the **Cancel Interview** button, followed by the **yes** button.



The Interview cancelled message will be prompted in the window as shown below



orc Test Candidate

Test.orc@yopmail.com

[MY APPLICATIONS](#) [INFO AND ALERTS](#)

Your interview was canceled. X

ACTIVE JOB APPLICATIONS

Personnel officer Test  
South Lanarkshire, United Kingdom

Status: Interview Schedule  
South Lanarkshire Council Council - 13 - Applied on 12/18/2023

**If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk).**