

Scheduling Interviews

Saturday – Monday

(staff available 8:00 – 5:00 pm)

The key to a successful onsite career center experience is scheduling with interested candidates prior to the event. Please review the information below to ensure that you have correctly scheduled interviews for your open positions.

Follow the steps below to schedule interviews with applicants **who have ‘requested an interview’ to your postings:**

(Note – you will only be able to schedule the interviews with applicants if they **have selected the ATTEND THIS EVENT button within their CAREER SERVICES account**).

- Login to your career center account (<https://career-center.aom.org/employers/>) using your AOM Career Services account email/password.
- Once logged in – you will see a box mid-way down labeled Event Links. This is where you can review your job posting(s), see Messages from job seekers, view scheduled interviews, and update your interview schedule.

Event Links



Interview Location	Onsite Contact Name	Onsite Contact Cell Phone
		N/A

- Interview request options were either direct to an email OR your website for consideration. Regardless of chosen option, you will receive a 'message' in the Message Center (even if they do NOT complete the online application). Your table number appears under Registered Attendee. Since we are in a ballroom, all rooms are Riverside XXX

Registered Attendee
Riverside

Event Links

- About this Event
- Attending Employers
- Post Event Jobs
- Your Active Jobs **2**
- Search Resumes
- Unavailable Times
- Scheduled Interviews
- Message Center 4**

Message Center

Inbox **4** Sent Deleted



<input type="checkbox"/>	From	Subject	Received
<input type="checkbox"/>	[Redacted]	Interview Request for Job: Ass	06.05.24 11:20 AM
<input type="checkbox"/>	[Redacted]	Interview Request for Job: Ass	06.05.24 7:45 AM
<input type="checkbox"/>	[Redacted]	Interview Request for Job: Ass	06.04.24 5:19 PM
<input type="checkbox"/>	[Redacted]	Interview Request for Job: Ass	06.01.24 3:43 PM

Delete Checked

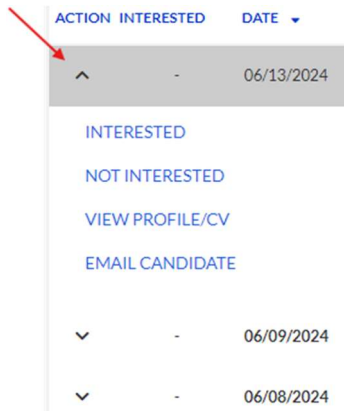
- Another space where you'll see messages/requests is under your Overview tab > Applications > # New. You'll want to view both because they may NOT be attending the meeting but they may be a strong candidate you can meet at another time.

Post A Job | Manage Jobs | Queued for Activation | Closed Jobs

<p>Applications 18</p> <p>17 New</p>	<p>Searchable CVs 1,268</p> <p>Search Searchable CVs</p>	<p>Balance \$0.00</p> <p>History</p> <p>Statements</p>
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- If they have indicated Annual Meeting attendance, you'll see  icon. AOM members will also have a  icon. Non-members will have no icon.

- To view Confidential applicants, go to your Applications, then hover over the person icon
- Screening tool options include:



- If you are interested in the candidate, you can then click, “schedule interview” at the bottom of your messages box.
- This will bring up a list of available interview locations and times that can be selected – if more than one interview table is available / assigned – you can choose from the tabs. Select the time – compose a message to the job seeker and click “Schedule Interview.”
- You have successfully scheduled the interview and will meet with the candidate at the designated time / date and table at the event.

You also have the option to search through the resume database to schedule interviews with **candidates that will be attending, but have not applied for your listing.** To do this follow these steps:

- Login to your career center account (<https://career-center.aom.org/employers/>) using your AOM account email/password.
- Click the “CV Search” link.
- Check, “Only show **2024 AOM ANNUAL MEETING CAREER FAIR** attendees” – then click “Search.”
- This will pull up a full list of the candidates that are attending the **2024 AOM ANNUAL MEETING CAREER FAIR**
- You can also search by additional terms using the “keywords” search box. When you have located a candidate that you are interested in and you have their record open,



simply click on the “Schedule an Interview” button at the top, or you can send them a message asking them to apply to your position if they are interested.

- When clicking on “Schedule an Interview” – this will again walk you through designating a date / time and you can compose a message – click “Schedule Interview.”

Please do not hesitate to contact us if you have any questions, (914) 326-1815.