

# User Guide

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## How to Schedule Your Interview v1.0

## How to Schedule Your Interview:

Congratulations on being invited for an Interview with Harland & Wolff!

At Harland & Wolff we have 2 different interview invitations. One is just a standard email stating a date, time and location for your interview. The second is a self-scheduling system in which we will give a few different time slots to choose and you can pick the one that suits you best.

Please see below information in regards to both interview invites.

### Standard:

If you are invited for a interview using just our standard process, you will receive the following email

Dear Anne

Following our conversation, I'm delighted to confirm your interview for the position of SLT Training Demo 1

We have scheduled an interview appointment for you on Tuesday, January 16, 2024 at 10:00 AM GMT at our [Belfast Office](#).

The interview panel will consist of a member of the HR Team and Lauren Connolly HR System & Process Improvement Officer.

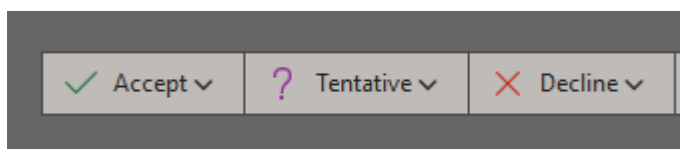
In the event that you need to reschedule to a different time and/or date, please contact us at +442890534050 or [lauren.connolly@harland-wolff.com](mailto:lauren.connolly@harland-wolff.com). We look forward to a meeting with you.

Sincerely,

Lauren Connolly

This will provide you with the date, time and location of your interview. If you are unsure of the exact location of your interview you will see the words "Belfast Office" highlighted in blue and if you click on this, it will open up google maps and provide specific directions to the location.

The email also provides contact details in case you need to get in touch or change your interview. On the email you receive you will see the below buttons



If you wish to accept the interview please click Accept, if you wish to Decline the interview please click decline, again if you need to propose a new date or time just simply get in contact with us.

### Self-Schedule Interview:

If you are invited for an interview using our self scheduling process, you will receive the following email

Dear Lauren

Following our conversation, I'm delighted to confirm your interview for the position of ATS DEMO (SOP)

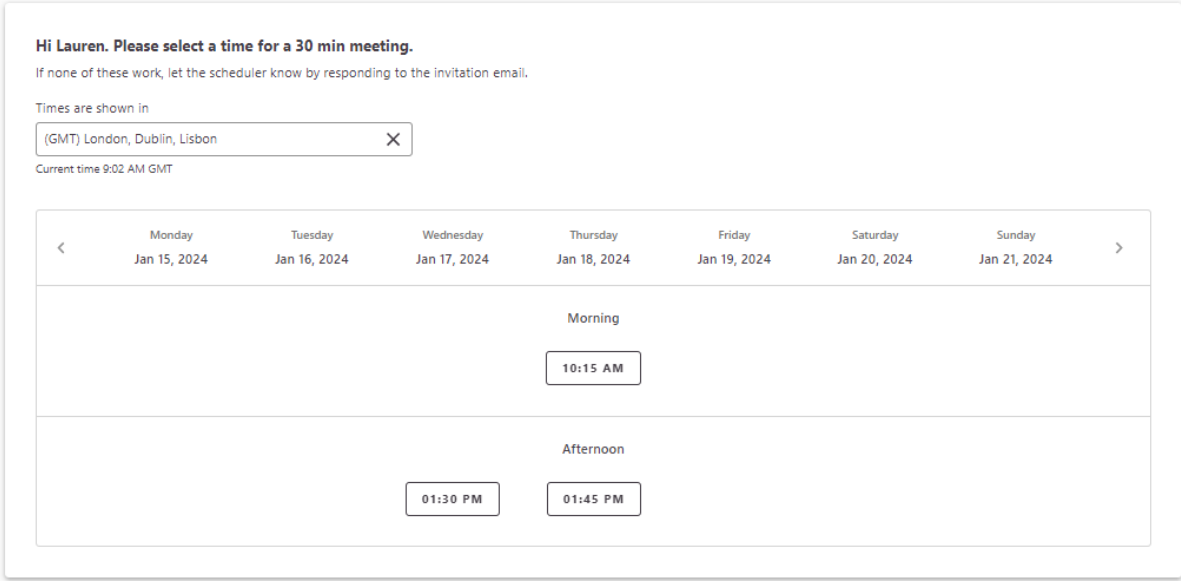
Please see below a link to the interview panels diaries, with dates and times available [https://www.smartrecruiters.com/app/interviews/schedule/8c577581-64da-4e0f-ae11-f4ed99faa7c2/c8df2bed-613e-43d4-b059-05740f1736b0?dcr\\_cmi=64cb9bb50cb5652e85ae004a](https://www.smartrecruiters.com/app/interviews/schedule/8c577581-64da-4e0f-ae11-f4ed99faa7c2/c8df2bed-613e-43d4-b059-05740f1736b0?dcr_cmi=64cb9bb50cb5652e85ae004a)

The interview panel will consist of a member of the HR Team and Lauren (Hiring) Test and will be held at our [Belfast Office](#).

In the event that you need to reschedule to a different time and/or date, please contact us at +442890534050 or [lauren.connolly@harland-wolff.com](mailto:lauren.connolly@harland-wolff.com). We look forward to a meeting with you.

Sincerely,  
Lauren Connolly

You will see that you have been given a link in the email, please click the link and the following page will appear



**Meeting with Harland & Wolff: ATS DEMO (SOP)**

Hi Lauren. Please select a time for a 30 min meeting.  
If none of these work, let the scheduler know by responding to the invitation email.

Times are shown in  
(GMT) London, Dublin, Lisbon

Current time 9:02 AM GMT


Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Jan 15, 2024	Jan 16, 2024	Jan 17, 2024	Jan 18, 2024	Jan 19, 2024	Jan 20, 2024	Jan 21, 2024
Morning						
10:15 AM						
Afternoon						
01:30 PM 01:45 PM						

You will see that there is specific time slots on certain days for you to pick from, please pick a time and day that suits, then simply click the box with the time slot you would like.

The following pop up will then appear, please click “Schedule Meeting” highlighted below.

**Schedule the meeting**


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 30 min | 10:15 AM - 10:45 AM (GMT)  
Thursday, January 18, 2024  
Queens Rd, Belfast BT3, UK

The screen will then change to the following to confirm your interview date and time.

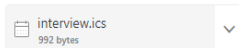
**Meeting with Harland & Wolff: ATS DEMO (SOP)**

**Your meeting is scheduled.**

 30 min | 10:15 AM - 10:45 AM (GMT)  
Thursday, January 18, 2024  
Queens Rd, Belfast BT3, UK

You can reschedule later by visiting this page again.

You will then receive the following email to confirm your interview.



Your meeting is scheduled for January 18, 2024 at 10:15 AM GMT

Location: Queens Rd, Belfast BT3, UK

If you need to reschedule, please do so here: [https://www.smartrecruiters.com/app/interviews/schedule/8c577581-64da-4e0f-ae11-f4ed99faa7c2/c8df2bed-613e-43d4-b059-05740f1736b0?dcr\\_cmi=64cb9bb50cb5652e85ae004a](https://www.smartrecruiters.com/app/interviews/schedule/8c577581-64da-4e0f-ae11-f4ed99faa7c2/c8df2bed-613e-43d4-b059-05740f1736b0?dcr_cmi=64cb9bb50cb5652e85ae004a)

If you need to propose a new date or time just simply get in contact with us.