

## Interviews – VSys One Webinar Fall 2011

Interviews – what they can do for you:

- Tracking each step of process (status, result, notes, etc)
- Scheduling (availability of staff and volunteer)
- Hours credit (does volunteer get hours for completion)
- Reporting (who, what, when, where)
- Reminders (emails, etc)
- Calendar synch (for Interviews)

Setup

- Interview types  
Settings and defaults (duration, hours credit, etc)
- Interviewers  
Define who is conducting interviews

Adding an interview:

- From inside person editor
- Interview Manager  
Check availability/openings  
Communications  
Export to calendar

Automatic reminders