Reschedge Support

Reschedge: Calendar view

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The home page of your Reschedge account is the Schedule tab in the top navigation bar. This is the place where you can view and manage your past, future, and pending Interviews, or schedule new Interviews.

You can either view all Interviews that appear in each view, or filter your results, by entering relevant Filters in the Filter interviews textbox.

You can view your Interviews in three modes: List view, Calendar view, and Pending interviews view.

Interview Schedule						
+ Schedule Interview Filter i	nterviews	•			List view Cale	ndar view Pending interviews
< > today			Nov 6 — 12 201	6		month week day
Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12
all-day						
9am					9:00 - 10:00 Dana White	·····
10am				10:00 - 2:15 Sanah Welsh		
11am						
12pm			12:00 - 2:30 Peter Johnson			
1pm						
2pm						
3pm						
4pm					4:00 - 6:00 Marsha blackwell	
5pm						
		NOTE: All interviews	s on this calendar are shown	in your local timezone.		

The second tab in the Schedule page is the Calendar view. As the title suggests, you can view your scheduled Interviews here as they would appear in your calendar – in a month, week or day view.

You can view here all future & past Interviews that were scheduled across your organization. Admin Users would also be able to view Interviews that were assigned to another User with the Access mode set to "private", or to a Team they are not a part of.

On the week & day view you will see the Candidate's name and Interview schedule for each Interview. On the month view you will only be able to see the Candidate's name and start time of the first Session.

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All interviews on the Calendar view are shown in the User's local time zone.

Clicking on an Interview will open its Final review stage, where you can Edit, Cancel, or Reschedule the Interview.