

# Adding, editing, and deleting Interviewers in Reschedule

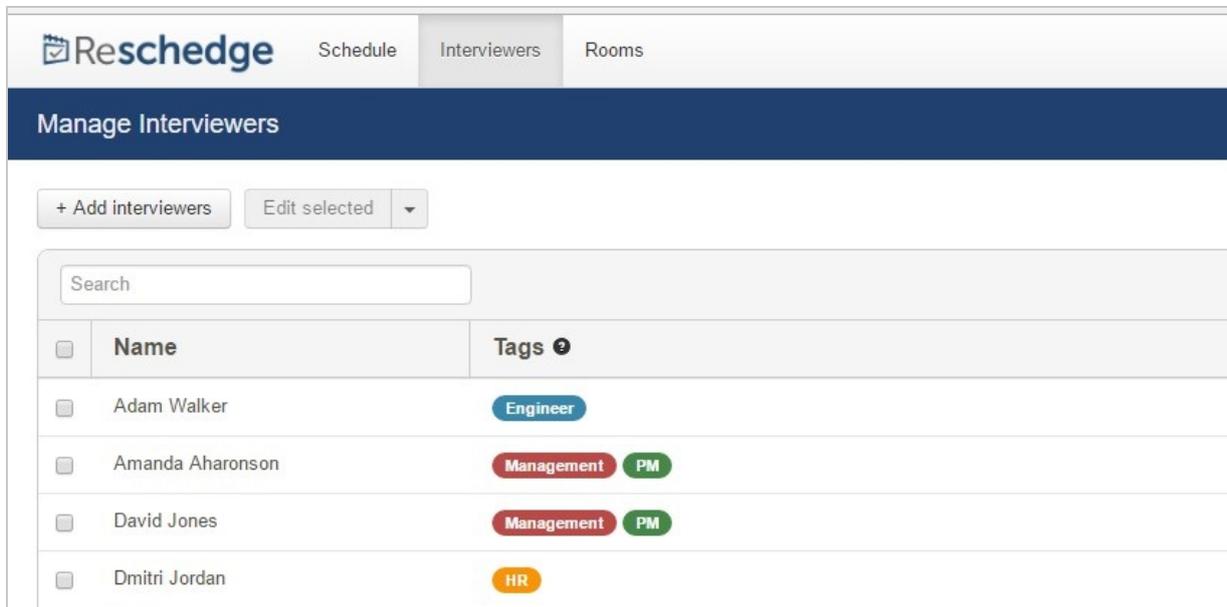
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Reschedule gives you powerful tools to manage your Interviewers. Interviewers can reflect anyone that is conducting Interviews in your organization – Hiring managers, influencers, or other employees.

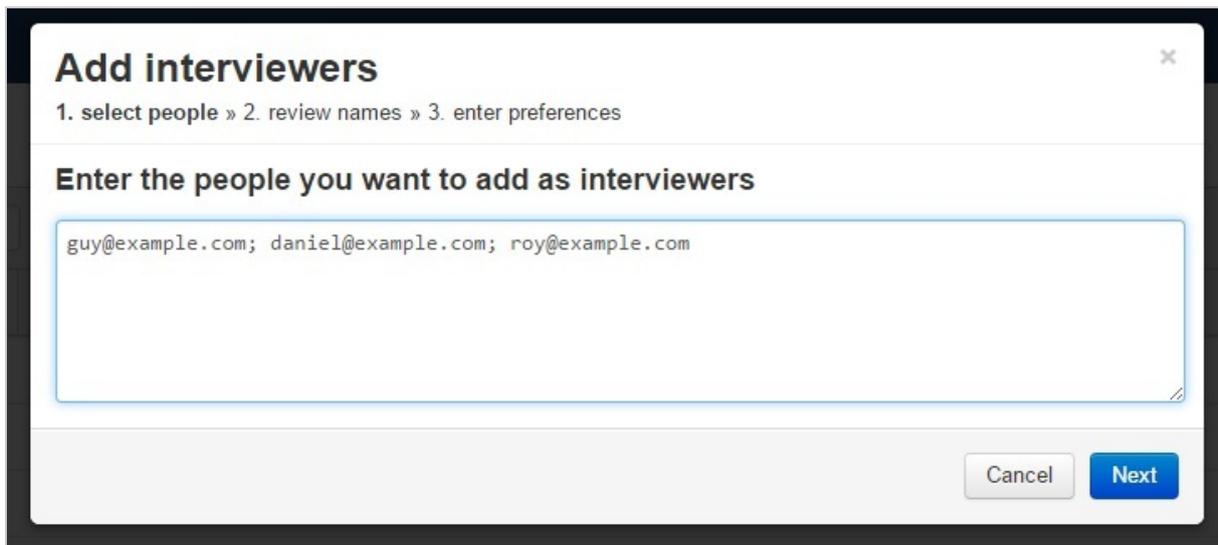
You can add Interviewers by connecting to their calendar in Reschedule. Reschedule uses the permissions your Users already have when viewing calendars, so if one of your Users only has free-busy read access to a manager’s calendar, they will only see free-busy information in Reschedule.

## Adding Interviewers

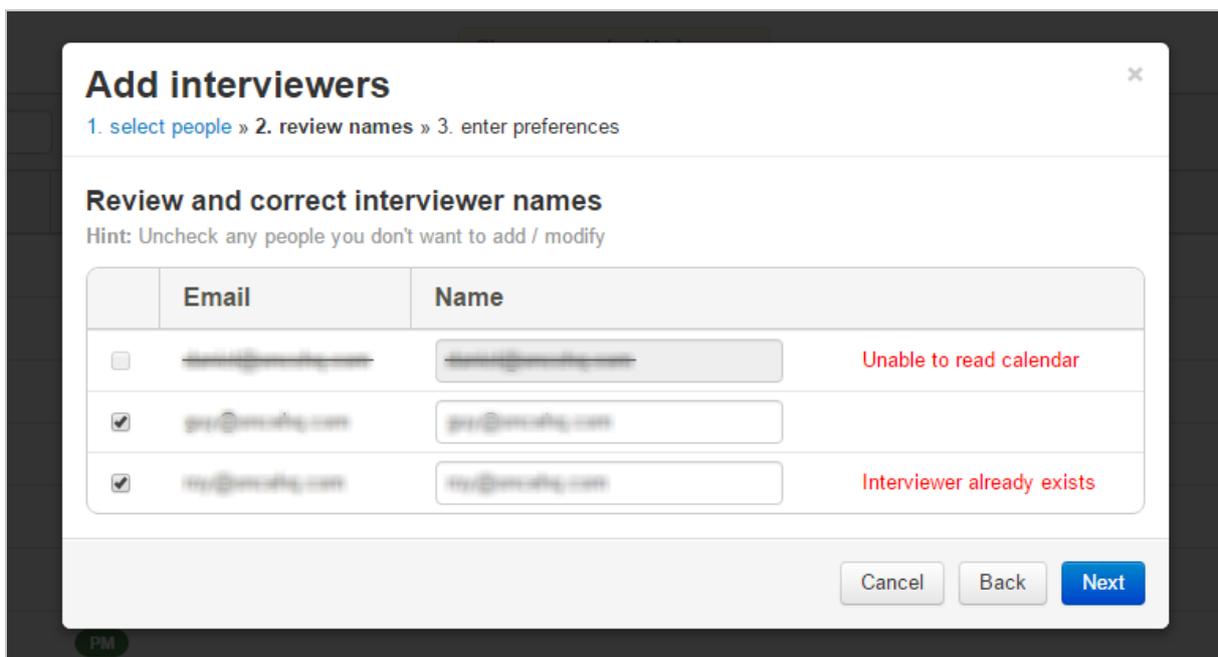
To add Interviewers, click on the Interviewers tab in your top navigation bar to access the list of Interviewers in your account. If there's an Interviewer you want to schedule with, they must be in this list - It is not directly tied to your Exchange or Google directory, so make sure you've added them.



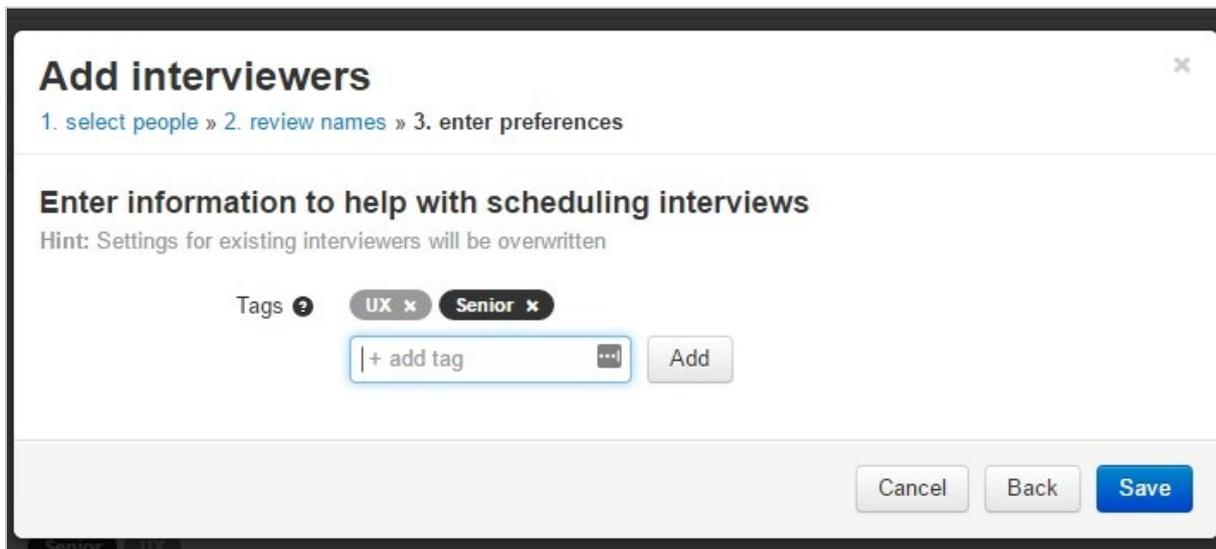
Adding one or more Interviewers is a three-step process. To add a new Interviewer, click on the +Add Interviewers button. A new lightbox will open and you will be required to enter the email addresses of the Interviewers you would like to add. If you want to add multiple email addresses, separate them with commas, semicolon or spaces.



When you click Next, Reschedule will attempt to access the calendars of the email addresses you entered and will let you know whether it was successful or not in the second step – Review names.



In the second step, you will be presented with the results from your search. If Reschedule finds the calendar on your email server, you will be prompted to enter or verify the name as you want it to display in Reschedule. If it doesn't, or if the Interviewer already has been added, you will see an appropriate message to the right of their name. You can either click Back to edit the list, or you can press Next to enter your preferences for the added Interviewers. If you choose an Interviewer that already exists, settings will be overwritten.



In the third and last stage you can [apply Tags to the new Interviewers](#) .

### Note

To apply a Tag, type the tag in the + add tag textbox. When you start typing, any existing Tags that were created on the account will appear to choose from. Otherwise, you can just enter your own title. When you're done – hit the Enter key or click on the Add button.

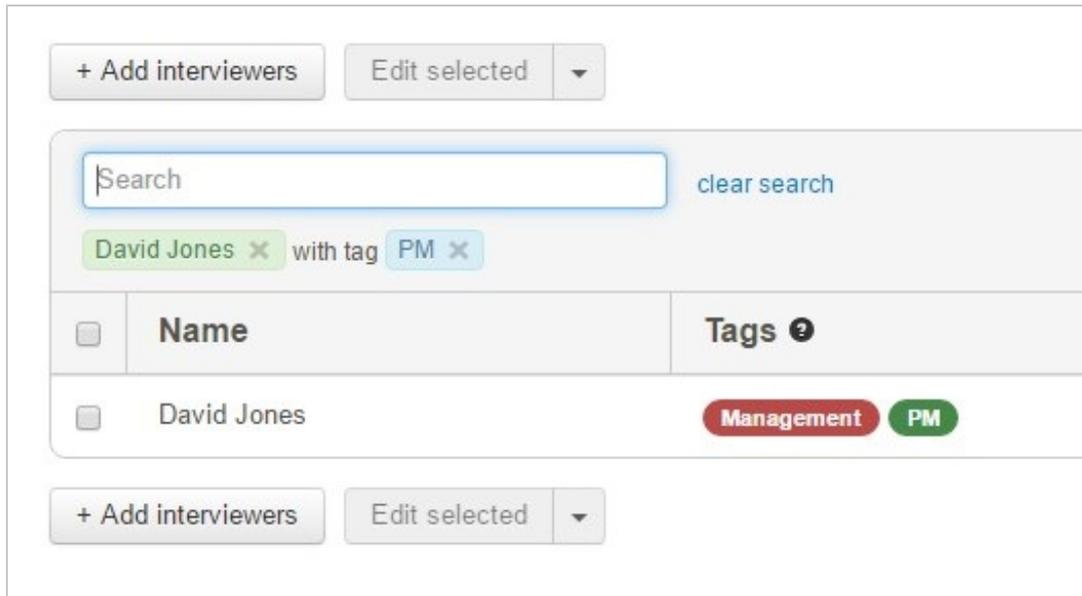
When you're done adding Tags for these Interviewers, press Save to add them to your group of Interviewers. Tags that are added here will be applied to all added Interviewers. Because of this, you may choose to add Interviewers in groups that match the Tags you wish to add them to. Don't worry, you can always change Tags individually or in groups after they have been added.

## Editing and removing Interviewers

Once you have your list of Interviewers set up, you can make changes in several ways.

### Search

If you have many Interviewers and you want to narrow it down to some specific Interviewers, use the Search field located just below the +Add Interviewers button. You can narrow your search by Interviewer name or by Tags.



## Edit name and Tags in-place

The easiest way to edit an Interviewer is to click anywhere on the row that contains their name and any Tags you have assigned to them. When you do this, their name and Tags become editable.

Existing tags will have an x on the right edge that will remove that Tag if you press it.

### Note

To apply a Tag, type the tag in the + add tag textbox. When you start typing, any existing Tags that were created on the account will appear to choose from. Otherwise, you can just enter your own title. When you're done – hit the Enter key.

You can make any changes you like to this list in line on the page, but make sure to click Save Changes when you are done or press cancel to revert all changes. Remember: Tags are case-sensitive and don't alert for typos. For example, the Tags: Engineer; engineer; engineers; are all different Tags, and if applied to different Interviewers they won't be associated with the same group.

## Manage Interviewers

+ Add interviewers   Edit selected ▼   Cha

Search clear search

David Jones × with tag PM ×

<input type="checkbox"/>	Name	Tags ?
<input type="checkbox"/>	David Jones	Sales × + add tag

+ Add interviewers   Edit selected ▼

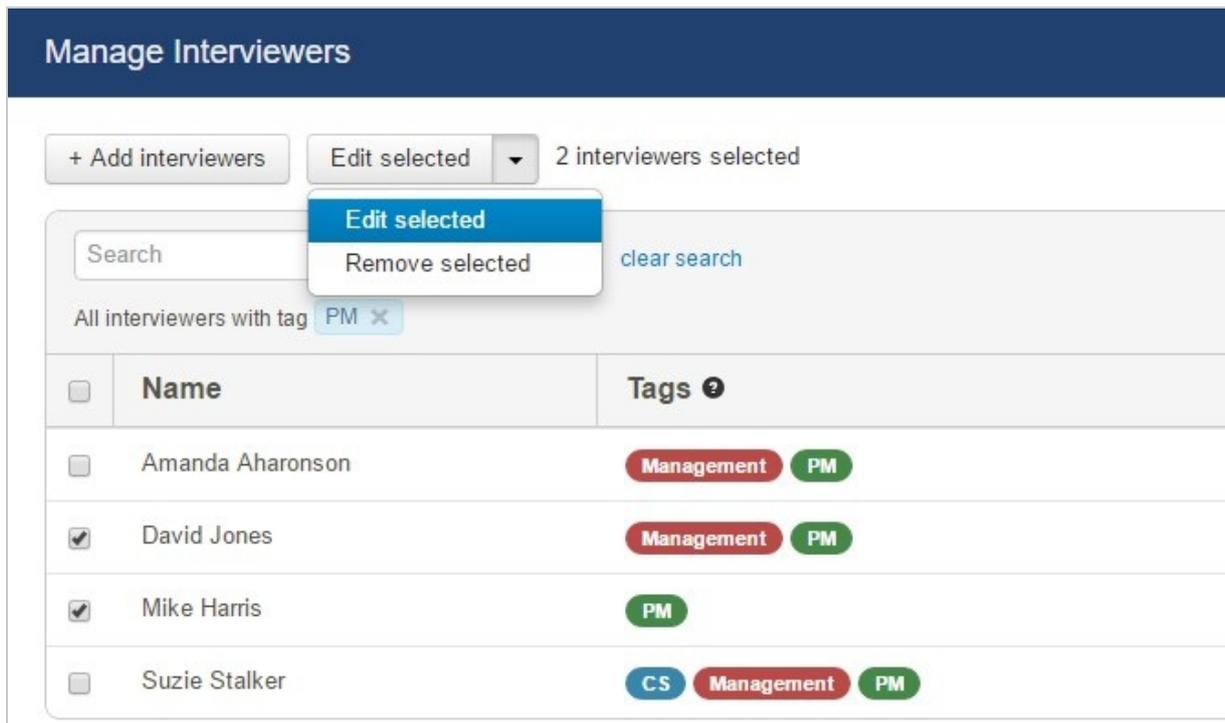
 **Note**

If you change the name of an Interviewer, any Interview Template that uses this Interviewer will be updated automatically with the new name.

### Edit or remove in bulk

You can also edit your interviewers in bulk by using the checkboxes to the left of each interviewer's name. Once you have selected at least one interviewer in this way, the Edit Selected menu is activated.

You can choose to Remove selected Interviewers from the list, or Edit them.



**Manage Interviewers**

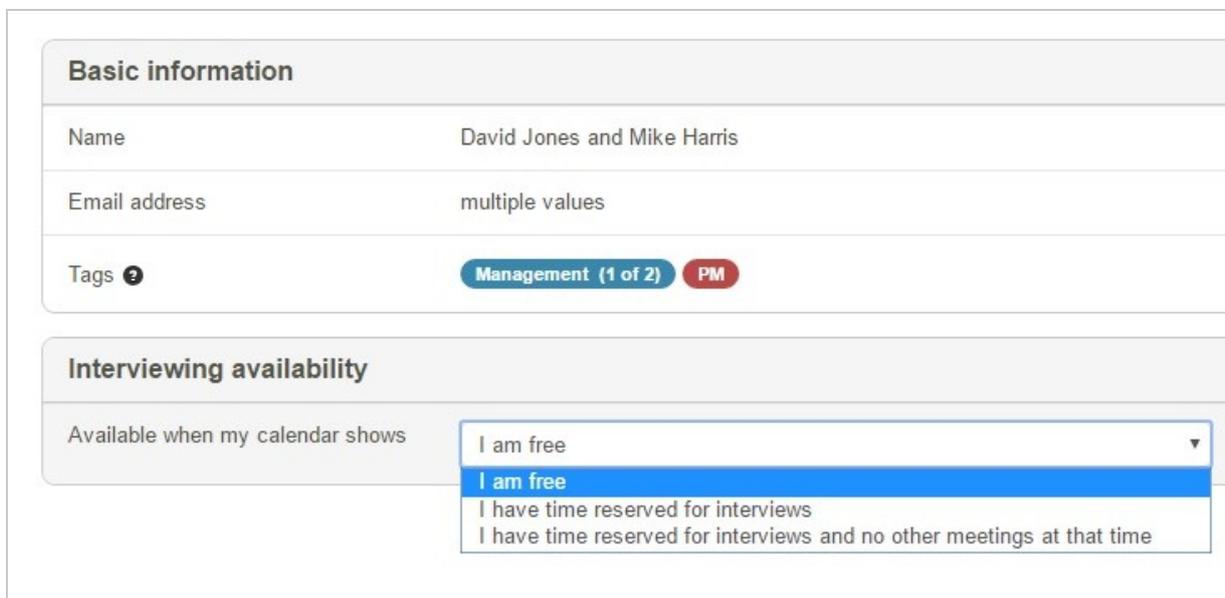
+ Add interviewers   Edit selected ▾   2 interviewers selected

Search   clear search

All interviewers with tag PM x

<input type="checkbox"/>	Name	Tags ⓘ
<input type="checkbox"/>	Amanda Aharonson	<span>Management</span> <span>PM</span>
<input checked="" type="checkbox"/>	David Jones	<span>Management</span> <span>PM</span>
<input checked="" type="checkbox"/>	Mike Harris	<span>PM</span>
<input type="checkbox"/>	Suzie Stalker	<span>CS</span> <span>Management</span> <span>PM</span>

In bulk edit mode, you can add a common Tag for all the selected Interviewers, or you can remove the Tags that already exist. Reschedge shows you how many of the selected Interviewers have a specific Tag. This can be useful for consolidating Tags and for adding new categories.



**Basic information**

Name: David Jones and Mike Harris

Email address: multiple values

Tags ⓘ: Management (1 of 2) PM

**Interviewing availability**

Available when my calendar shows: I am free ▾

- I am free
- I have time reserved for interviews
- I have time reserved for interviews and no other meetings at that time

You can also set [how Reschedge will define each Interviewer as available](#) .

Just like with individual edits, make sure to click on Save Changes to put them into effect.