Reschedge: Select schedule stage
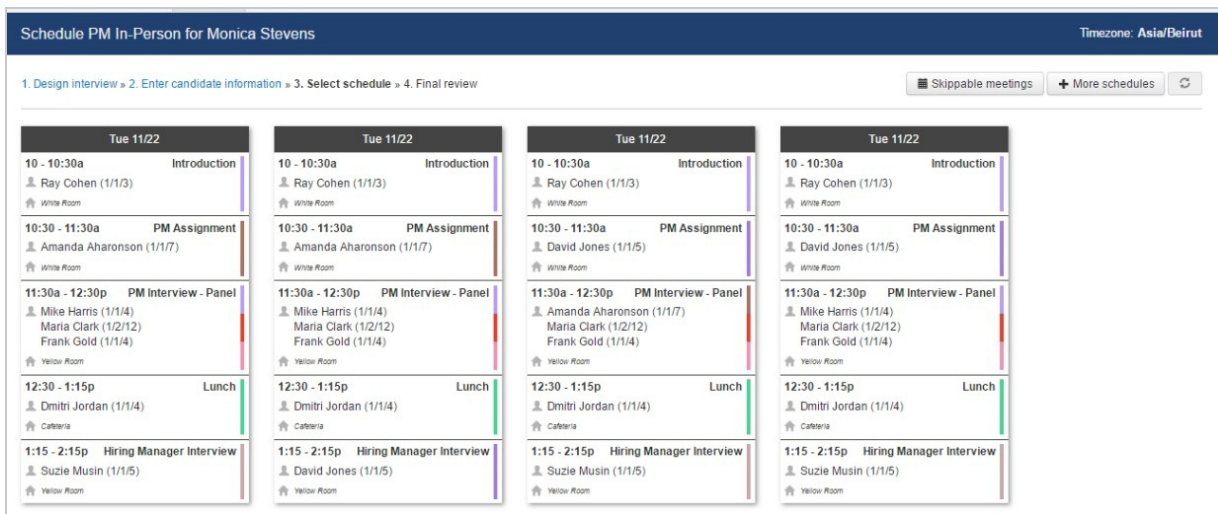
Last Modified on 02/18/2019 5:32 am EST

After you click Next on the Enter Candidate information stage, Reschedge will use all the information from the Interviewers' and Rooms' calendars, the Candidate's availability, and the Interview design, and with its constraint solver and patent-protected algorithm will come up with a variety of Schedules that meet your criteria.

In each Schedule, you can see the date, different Sessions, start & end time for each Session, Interviewers and Rooms. Reschedge color-codes each Interviewer so you can see where they differ from Schedule to Schedule. You can also see the Interviewers' workload next to their name, e.g. (1/2/12). This indicates what will be the number of Interviews that were scheduled with the Interviewer, if you choose that Schedule, on that day/week/month. This can help you spread your Interviews more evenly across different Interviewers.

If you want to see further options, you can click **+More Schedules** to ask Reschedge to generate more Schedules.

> (i) **Note**
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> If Reschedge isn't able to generate any Schedules, it might be because the design you've set is impossible to achieve (e.g. setting two Sessions as the first session), or Candidate's/Interviewers' availability can't be matched. In this case, you will have to change your Interview design or ask your Candidate to provide additional availability.Learn more about situations in which Reschedge cannot generate

> ## Schedules

If everything looks good to you on one of those Schedules, all you have to do is click on it and go to the Final Review, step 4 . Occasionally, however, if your interviewers are busy, you might see certain interviewers with a red strikethrough across their name and a note about a conflict at that time.
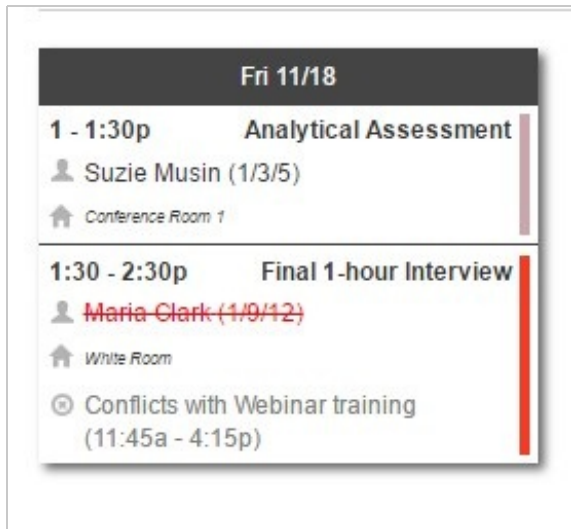
If all your results indicate conflicts, you may choose to go back to the design phase and change your Interviewer selections. However, you might know that a particular meeting can be skipped because you've talked with the Interviewer, or it was a meeting that you know is going to be moved. In a case like this, click the Skippable Meetings button. It will open a window that shows which events are on each of your Interviewers' schedules.
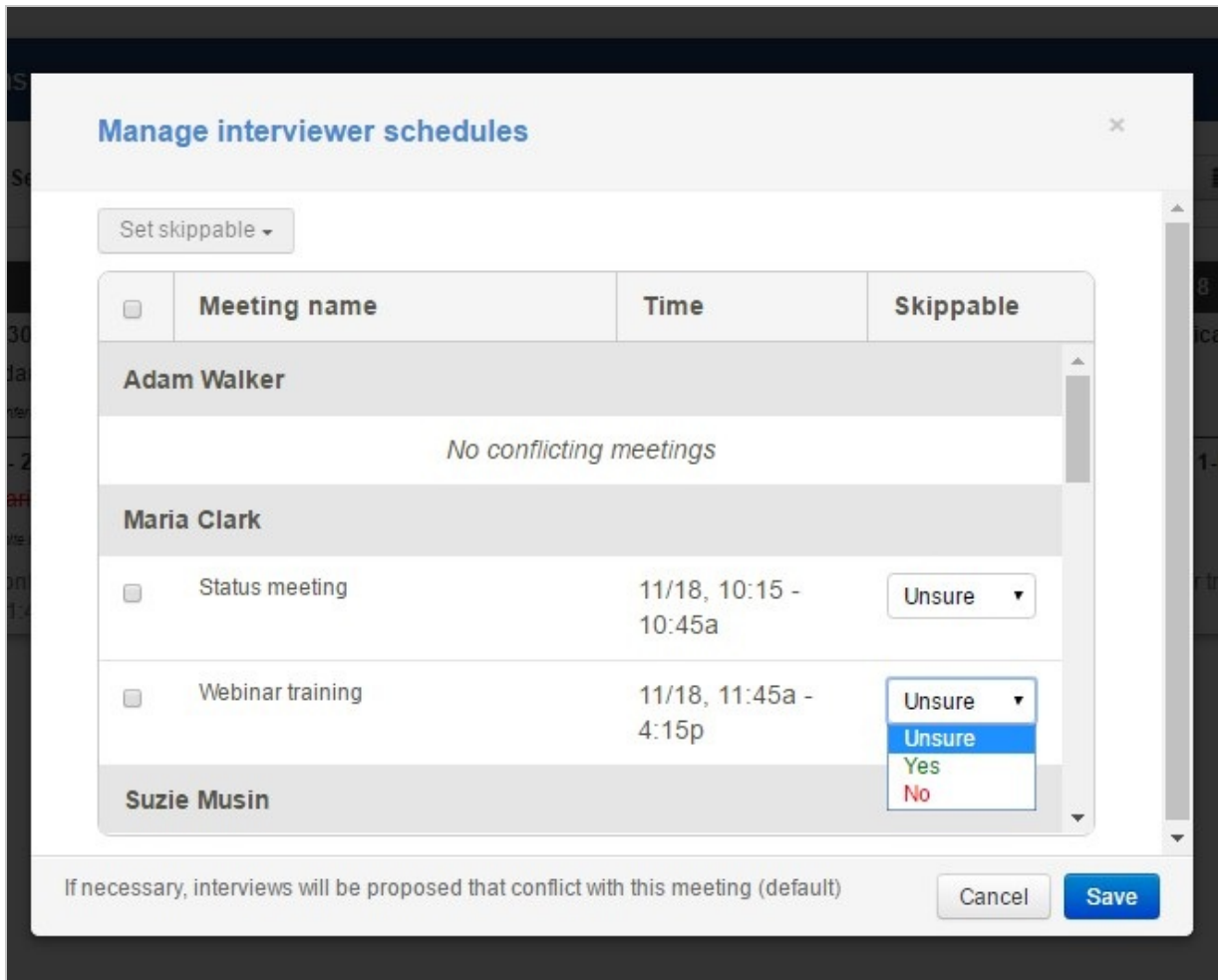
Alternatively, you can also click on the actual meeting that conflicts, to define only that specific meeting as skippable.
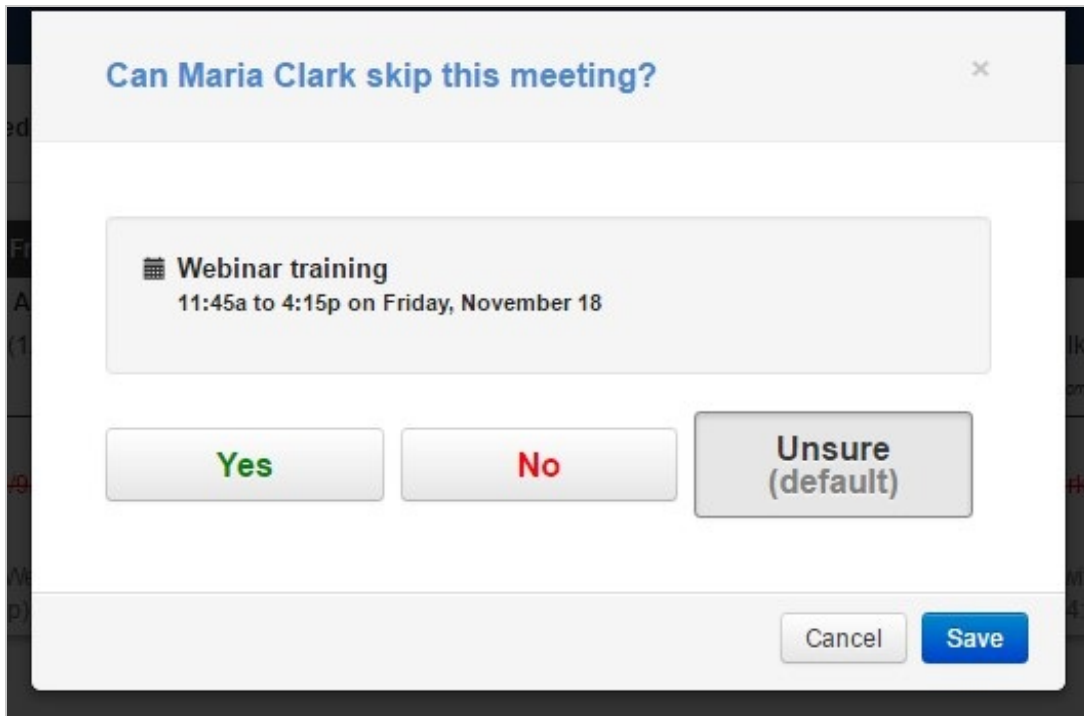
Depending on your calendar sharing access, you may or may not be able to see what these meetings are. In any case, you can help Reschedge make better recommendations if you know that some items are skippable or not. Just change Unsure to Yes or No. Once you have made edits here, click Save to have Reschedge generate a new list of Schedules based on the new information you provided. You can also click on the refresh button on the top-right corner to have Reschedge update the schedules according to your changes.

Once you have found the Schedule that works best, click it to proceed to the Final review stage .