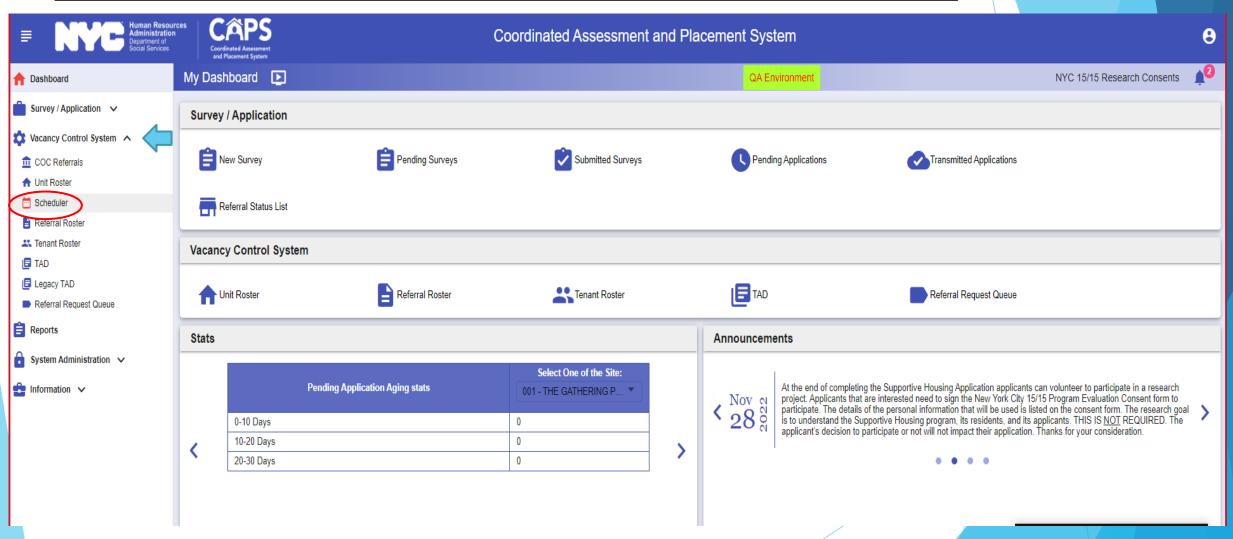# Navigating the Rent Up Interview Scheduler

Navigating to the Interview Scheduler

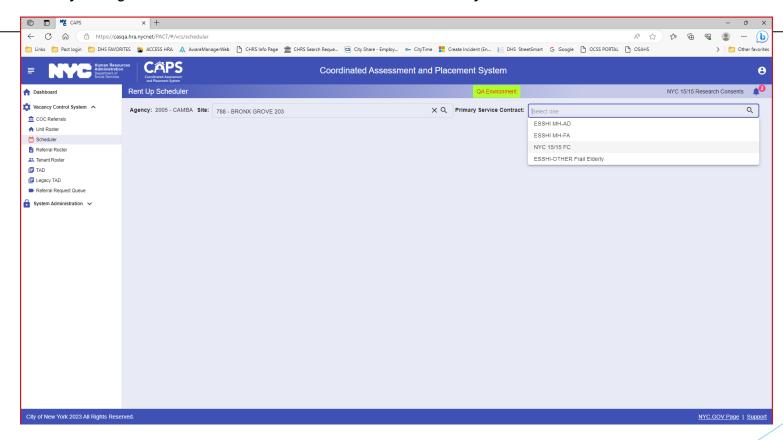1) On the left navigation bar, click on "Vacancy Control System"
2) Select "Scheduler"

NOTE: this functionality is ONLY to be used for rent-up projects!

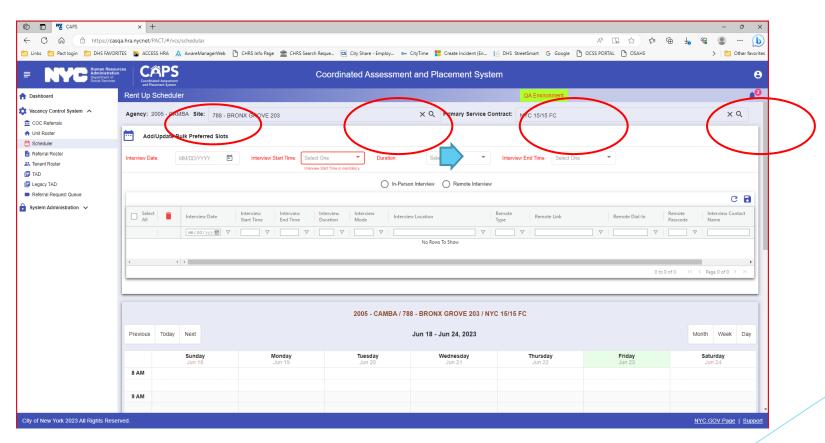# Select the correct program (and service contract, if multiple in one site)

1) Agency will be pre-populated based on user log on
2) Select site from the drop down
3) Select the correct service contract from the drop down, if there are multiples. Note, this is very important as it impacts who OSAHS can refer.

Hint: Open the "Vacancy Listing" in another tab to be sure the correct Site / Primary Service Contract are selected.

Setting up Interview Dates and Times: The scheduler will create multiple interviews based on start/end times and duration of interview.
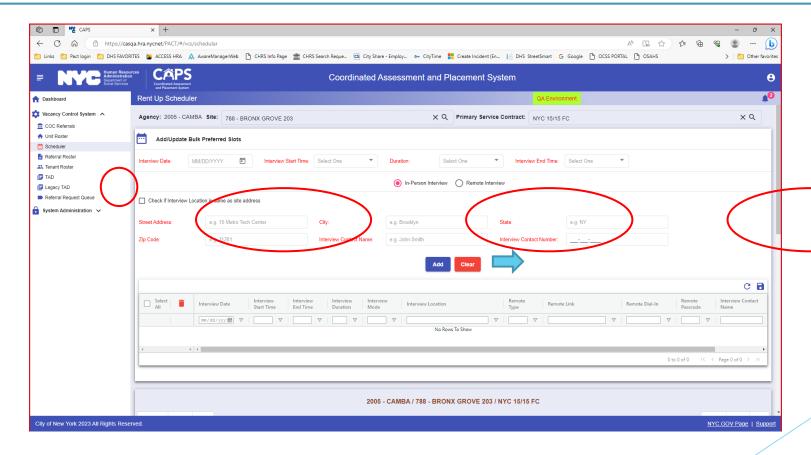
1) Enter the date you would like to schedule the interview (this must be at least three business days in advance)
2) Enter the start time you would like to begin interviews
3) Select the duration of the interview (1/2 hour or 1 hour)
4) Click the radio button to indicate in the interviews for the day selected will be "In Person" or "Remote"

Setting up In-Person Interviews

For "In-Person Interview" complete the following:
1) Enter the full address where the interview will be held
2) Enter the interview contact name and contact number
3) Check the box if the Interview Location is same as site address and click the "Add" button.
4) When the confirmation box pops up, click "Add"
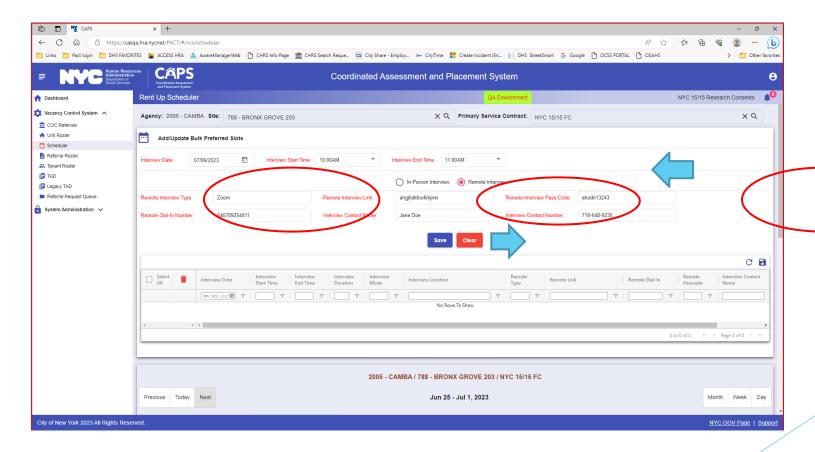*Note: if any field is left blank the system will not allow you to proceed

Setting up Remote Interviews

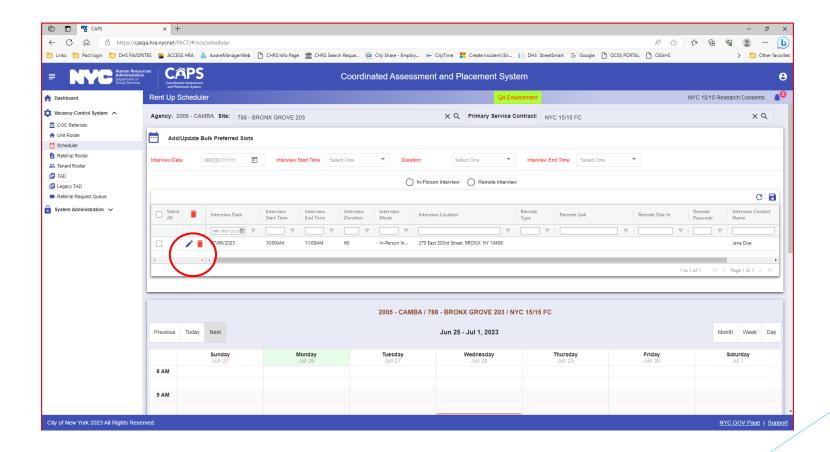If "Remote Interview" type is selected, then complete the following:
1) Remote Interview Type/Link/Pass Code/Dial-in number
2) Enter Interview Contact Name and number then click the "Save" button

*Note: Double check to make sure all information is entered correctly as this is what the shelter sees and will use to log on to the meeting

Editing/Deleting the scheduled interview slots: This can only be done before any clients have been referred. If clients have been referred, reach out to your placement specialist to update or cancel interview.
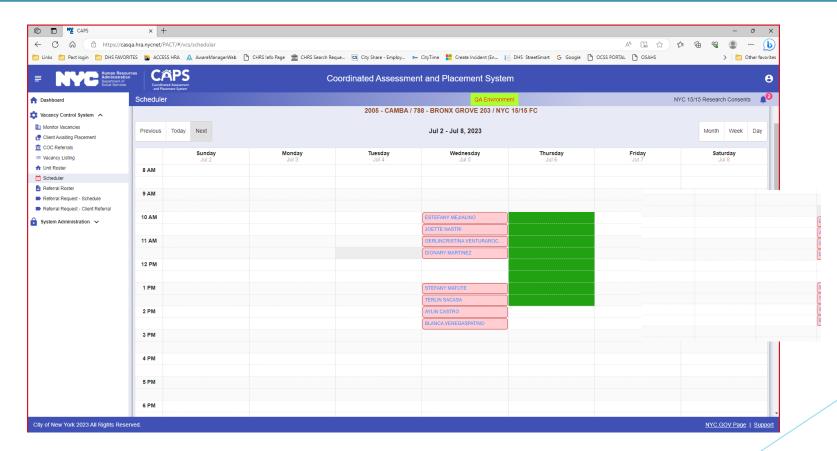
1) Select the trach can icon to completely cancel the interview slot (e.g. lunch break)
2) Select the pencil icon to change the interview date/time/ format

Preferred calendar schedule

This slide provides you with a calendar view of the interviews scheduled.
- These will be green until clients have been scheduled.
- Once scheduled, the slots will turn pink and you will see the clients' names in the slots.

Rent Up Scheduler Business Rules

- Schedule at least 3 business days out (discuss special cases w OSAHS staff e.g. rescheduling a specific client)

- Interviews should be scheduled between 9:00AM - 5:00PM

- Do not schedule any interviews on the weekend or holiday without prior authorization from OSAHS staff

- Please do not schedule more than 14 half hour interviews per day

- All interviews must be entered in CAPS

- Email OSAHS Program Managers and Placement Workers when preferred slots are entered in CAPS

- Email hracassupport@hra.nyc.gov with technical issues