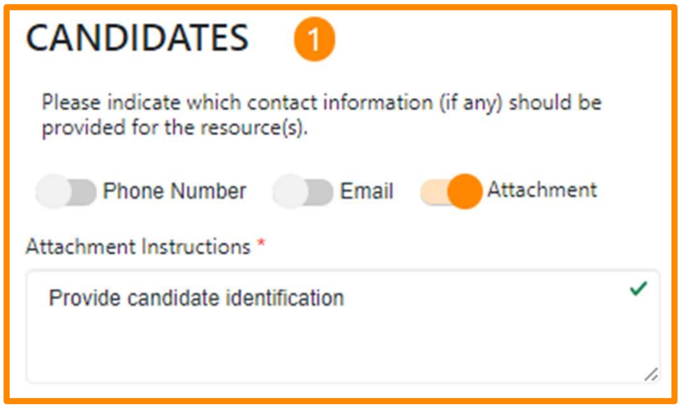
knowledge services

Interviewing – Vendor Attachments

The following instructions outline the **Vendor Attachment** functionality when scheduling interviews. For example, Client Users may require that a vendor upload a document when responding to an interview request (e.g., candidate identification).

Instructions:

1. Navigate to **Postings** > **View Bids** > Select **Bid(s)** and select **Interview**
2. When completing Interview details, MSP/Client Users can now toggle **Attachment** (located by Phone and Email toggle), which requires Vendors to provide an attachment before they can either **Accept Interview** or **Propose New Time** (Vendors will be able to **Decline** interview without providing an attachment).



The **Attachment Instructions** field must also be completed before sending an Interview Request to indicate what attachment is required (see example above).

Please Note: Once the Attachment toggle is turned on and the interview request is sent, the toggle cannot be changed or turned "off". Alternatively, if the attachment toggle was not turned on and the request was submitted, it cannot be edited to request an attachment.

3. Complete the remaining **Interview Details** fields and click the **Schedule** button.

Follow-Up Interviews

- If a Follow-up Interview is requested with the Candidate and an Attachment is required, the previous attachment by the Vendor will carry over to the follow-up request (Vendors will be able to upload a new document, if required). If a Follow-up Interview is requested with the Candidate and an Attachment is not required, the previous attachment by the Vendor will not carry over to the follow-up request.

Client Attachments

- When scheduling an interview request, Client Users also have the option to upload documents that can be viewed & downloaded by the Vendor (e.g., Virtual Meeting login instructions, Face-to-Face arrival instructions, Agency information, etc.) by selecting **Browse**.

For additional information or assistance, please contact the Knowledge Services State of Wisconsin MSP Team at WIMSP@knowledgeservices.com.