



## Guidelines to employers when scheduling interviews

Talent Beyond Boundaries works hard to ensure our candidates are set up for success. This includes working with the candidates so that they have the proper space and technology needed to conduct the interview and ensuring that we account for predictable electricity and internet outages in their region.

In addition, TBB conducts mock interviews with many candidates in advance of their interviews with international employers. For this reason, we ask employers to accommodate scheduling interviews two weeks out, to allow for coordination with mock interviewers and candidates.

### The 5-step interview scheduling process is as follows:

- 1. Email your TBB contact:** Once you have reviewed the CVs and have selected the candidates you would like to interview, email your TBB contact with the names and TBB IDs. Please also include the general time frame when you would be available for interviews, giving 1-2 weeks advance notice. Please provide any information you can on the content of the interview (for example, if it will be a behavioral or soft skilled interview, or if there will be more technical questions related to your field). If you have any skills validation programs that the candidates will be expected to use, please flag this to your contact at this time.
- 2. Coordination with candidate(s):** Your TBB contact will work with our team in the Middle East to confirm the candidates' availability and ensure the candidate(s) are prepared, by scheduling mock interviews and assessing their technological needs.
- 3. Confirmation back to employer:** Once confirmed, your TBB contact will provide you with the times available per candidate along with the candidate's email address. Please note that we do not provide contact information until this stage due to our privacy agreements with the individual candidates.
- 4. Scheduling the interview:** Employer then schedules the interview directly with the candidate, sending them a calendar invitation that includes a video conferencing line. Please always copy [candidates@talentbeyondboundaries.org](mailto:candidates@talentbeyondboundaries.org) on the invitation so that our team is in the loop and can step in to help if any issues arise.
- 5. Interview:** Once the hiring date and time arrives, employer and candidate log on to complete the interview.

Where candidates are in a very high risk situation, such as in Afghanistan, please consult with TBB regarding the most appropriate interview scheduling arrangements.