

## “How To” Instructions for Scheduling Interviews

### IN THIS DOCUMENT:

- Using the CRISP Scheduler to add interviews
- Communicating interview information to applicants
- Scheduling additional interviews after initially interviewing applicant/s (Callbacks)
- Adding Interview days to your schedule
- Deleting interview days from your schedule
- Rescheduling an interview with an applicant

### USING THE CRISP SCHEDULER TO SUBMIT YOUR INTERVIEW SCHEDULE

1. Log into [www.casprweb.org](http://www.casprweb.org)
2. Select the “CRISP” tab.
3. Click the “Interview Scheduling Questionnaire” link.
4. Select the time zone for your interviews from the dropdown menu.
5. If you plan to do call back/second interviews, check the box next to “Do you want to do callbacks.” (You may return at anytime and check this box.)
6. In the list of days that your program may interview, check the box next to the day/s that you will be interviewing.
7. For each of your planned interview days, complete the “Start” and “End” times for your that day, enter a lunch start and end if a lunch break is planned, how long each applicant interview will be, and if you plan to interview more than one applicant at the same time, enter a number other than one in the “Number of applicants per slot” field.
8. Scroll to the bottom of the page and click on the “Save” button to generate your schedule.

**I. Initial Interview Times**

1. Check your choice(s) and complete:  
(Number of interview slots = number of applicants to be interviewed)

Time Zone:    
 Do you want to do callbacks?

	Start <i>Format-00:00 AM/PM</i>	End <i>Format-00:00 AM/PM</i>	Lunch Start <i>Format-00:00 AM/PM</i>	Lunch End <i>Format-00:00 AM/PM</i>	Interview Duration <i>in minutes</i>	Interview Type	Number of applicants per slot	Number of scheduled interviews
<input checked="" type="checkbox"/> Thursday, January 07	<input type="text" value="08:00 AM"/>	<input type="text" value="05:00 PM"/>	<input type="text" value="01:00 PM"/>	<input type="text" value="02:00 PM"/>	<input type="text" value="15"/>	<input type="text" value="Initial Interview"/> <input type="button" value="v"/>	<input type="text" value="3"/>	
<input checked="" type="checkbox"/> Friday, January 08	<input type="text" value="01:00 PM"/>	<input type="text" value="05:00 PM"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="20"/>	<input type="text" value="Initial Interview"/> <input type="button" value="v"/>	<input type="text" value="1"/>	
<input type="checkbox"/> Saturday, January 09	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="20"/>	<input type="text" value="Initial Interview"/> <input type="button" value="v"/>	<input type="text" value="1"/>	
<input type="checkbox"/> Sunday, January 10	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="20"/>	<input type="text" value="Initial Interview"/> <input type="button" value="v"/>	<input type="text" value="1"/>	

## COMMUNICATING INTERVIEW INFORMATION WITH APPLICANTS

You can communicate with your applicants, including those you grant interviews via the “My Applicants” tab in CASPRweb by using the “Remarks to Applicants” field or by sending an email. You can use this functionality to send interview details and weblinks.

### Remarks to Applicants

**Remarks are immediately visible to applicants.** To enter remarks:

1. Select the “Grant Interview” button at the top left of your Applicant list.
2. A field is present in the “Remarks to Applicant” column for each applicant. You may enter any remarks you have for that particular applicant.
3. To save or cancel your changes, select the “Update” or “Cancel” buttons that appear on the top left of your Applicant list after you selected “Grant Interview.”

### Emailing Applicants

To send an email to one, several, or all your applicants:

1. Check the box in the “Select” column next to the applicants you wish to email. To select ALL applicants, check the box in the “Select” column top row header.
2. After making selections, click on the "Email Selected Applicants" button at the bottom of the page. An email message will open for you to complete.

Filter by Interview Granted status: -- show all --

Update		Cancel													
Select	Applicant ID	Applicant Name	Email	CPM	GPA	APMLE Part 1 Pass	APMLE Part 2 Pass	CSPE Pas	Remarks to Applicant	Interview Granted					
<input type="checkbox"/>	513 <small>full / basic</small>	John Jones	! JJones@aol.com	S	2.309	Pass			<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Undecided					
<input type="checkbox"/>	123 <small>full / basic</small>	Jane Smith	! JS@yahoo.com	K	3.234	Pass			<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undecided					
<input type="checkbox"/>	490 <small>full / basic</small>	Robert Johnson	RS1995@gmail.com	K	2.898	Pass			<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undecided					

Update Cancel

Export All Applicants to Excel | Print/View Selected Applications | **Email Selected Applicants**

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## SCHEDULING ADDITIONAL INTERVIEWS AFTER INITIALLY INTERVIEWING APPLICANT/S

Complete the “Callback Form” in the CRISP tab’s “Interview Scheduling Questionnaire” and return to us at [CASPRweb@aacpm.org](mailto:CASPRweb@aacpm.org). We will input your callback schedule and notify your selected applicants of their callback interview.

**You must allow at least 72 hours between submission of your callback form and the start of your callback interviews to allow the input of your schedule into CASPRweb, notification of the applicants, and time for applicants to schedule.**


**You must provide the called back applicants with the details to join the interview.**

**I. Initial Interview Times**

1. Check your choice(s) and complete:  
(Number of interview slots = number of applicants to be interviewed)

Time Zone

Do you want to do callbacks?  [Callback Form](#)



### **ADDING INTERVIEW DAYS**

Just return to the CRISP tab in CASPRweb, select “Interview Scheduling Questionnaire” and add the dates and information for additional interview days as instructed in “Using the CRISP Scheduler to Submit Your Interview Schedule” above.

### **DELETING INTERVIEW DAYS**

Just return to the CRISP tab in CASPRweb, select “Interview Scheduling Questionnaire” and uncheck the box to the far left of the day you wish to delete/cancel.

**The system will NOT allow you to cancel an interview day once one or more applicants has scheduled an interview for that day. If that is the case, you need to contact AACPM to adjust your schedule.**

### **RESCHEDULING AN INTERVIEW WITH AN APPLICANT**

Send an email detailing the applicant you need to reschedule to [casprweb@aacpm.org](mailto:casprweb@aacpm.org). We will help you reschedule the applicant.