Pairing applicant(s) with interviewers will allow users with the interviewer roles to view the applicant(s) application and scheduler information. However, Interview pairing information such as time, location, and interviewers are not shared with applicants.

1. Click on an existing RSVP or Private Event to pair applicants with Interviewers.
   ***RSVP Events appear on the Calendar in green. Private Events appear in purple with a key icon.

2. Applicant(s) must be scheduled in order to pair them with an Interviewer. From the Scheduled column, select applicants by checking on the box next to their name.
3. Within the Scheduled Column, click on the purple drop-down arrow. Click on **Add to Interview**.

4. A pop up screen appears. At the top, select a specific **time frame** and **location**. To set the time, click outside of the box.
5. **Select from the list of interviewers.** Check the box next to the interviewer to select them. **By default it shows you only the active and available interviewers that were indicated in Setup.**

6. **Click Save.**

7. **After the pop-up module closes, you will need to click Save again in the top right corner.**

8. **Notice, now 3 out of the 5 total scheduled applicants display on the calendar as Paired.**

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*If this job aide did not help resolve your issue, please CLICK HERE to contact us for further assistance.*

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