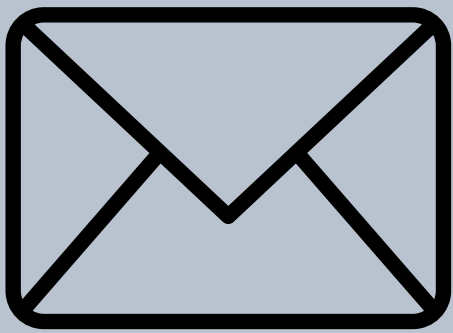


SELECTING AN INTERVIEW SLOT

for a vacancy within North Lanarkshire Council

If after reviewing your application for the vacancy you have applied for you have been successful in obtaining an interview, you will receive an email to ask you to book an interview slot. Unless the interview date has been specified in the advert, you will receive a minimum of 7 days' notice of the interview slots available.

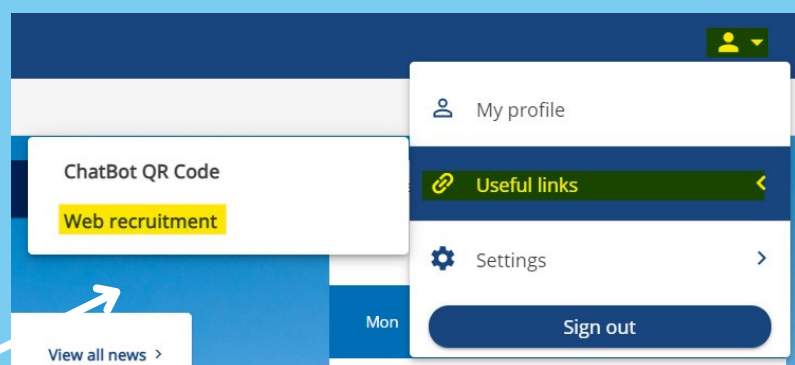


EXTERNAL APPLICANTS

If you are an external applicant, please click on the link you have received in your "Appointment Booking Request" email

INTERNAL APPLICANTS

If you are an internal applicant, please log into your mySelf account, under the utility menu on the top right-hand side, please select useful links and then click web recruitment as shown highlighted



SELECTING A SLOT

Once you have entered the portal, please click on "My applications" and under Current Interviews, select "Book now".

Vacancy Name	Reference	Interview Date	Time	
Workforce Systems Advisor	REQ00048			Book now

You will then be able to view all slots available for you to book, along with contact information, location information and any information you require such as if you are required to prepare a presentation. Press "Book now" under the interview you wish to book.

If you require to change your interview slot, please go to "My applications", and under current interviews, select "Details" and then "Click here to cancel this appointment", you will then be provided with a list of any other slots which are still available.

Vacancy Name	Reference	Interview Date	Time	
Workforce Systems Advisor	REQ00048	07/11/2022	09:00	Details

If you are unable to make any of the interview slots available, please contact the contact noted within the interview booking page who will advise you if this can be accommodated. Please note, we cannot always accommodate these requests.

IF YOU REQUIRE ANY FURTHER ASSISTANCE WITH REGARDS TO BOOKING AN INTERVIEW SLOT, PLEASE CONTACT THE PEOPLE HELPDESK TEAM AT ESC-HELPDESKTEAM@NORTHLAN.GOV.UK OR 01698 403151.