Automated Interview Scheduling

Introductions

Hannah Ovenden
Digital Marketing Executive
https://uk.linkedin.com/in/hannahovenden

Rob Green
Head of Services
https://uk.linkedin.com/in/robdgreen

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Automated Interview Scheduling

Agenda

- What is Automated Interview Scheduling?
- Features and benefits
- How does it work?
- How is it configured?
- Your questions (via webinar chat)

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Automated Interview Scheduling

What is Automated Interview Scheduling?

- A time saving and cost saving feature that adds automation to interview scheduling process.

  It provides;
  - Automatic creation of interview and schedule
  - Automatic addition of candidates to the schedule
  - Automatic interview communication to candidates and hiring managers
  - Candidate with the ability to self-select their interview slot
  - Automated creation and delivery of ICS attachment to populate candidate/hiring managers calendar with the interview details (e.g. Outlook calendar).

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Features

- Automatic interview schedule creation
- Automatic addition of candidates
- Self-select interview booking
- Automated interview communication
- Automatic generation of ICS calendar attachment

Benefits

- Reduced administration time
  - Less manual work
- Quicker to confirm interviews
  - Stats show that around 60% of candidates confirm within 30 minutes
- Less room for error and confusion
  - Candidates and interviewers receive the same details
- Better candidate experience
  - Candidates are able to book online
  - They're provided with choice
  - They receive instant confirmation
- Reduction in time to hire
- Reduction in cost per hire

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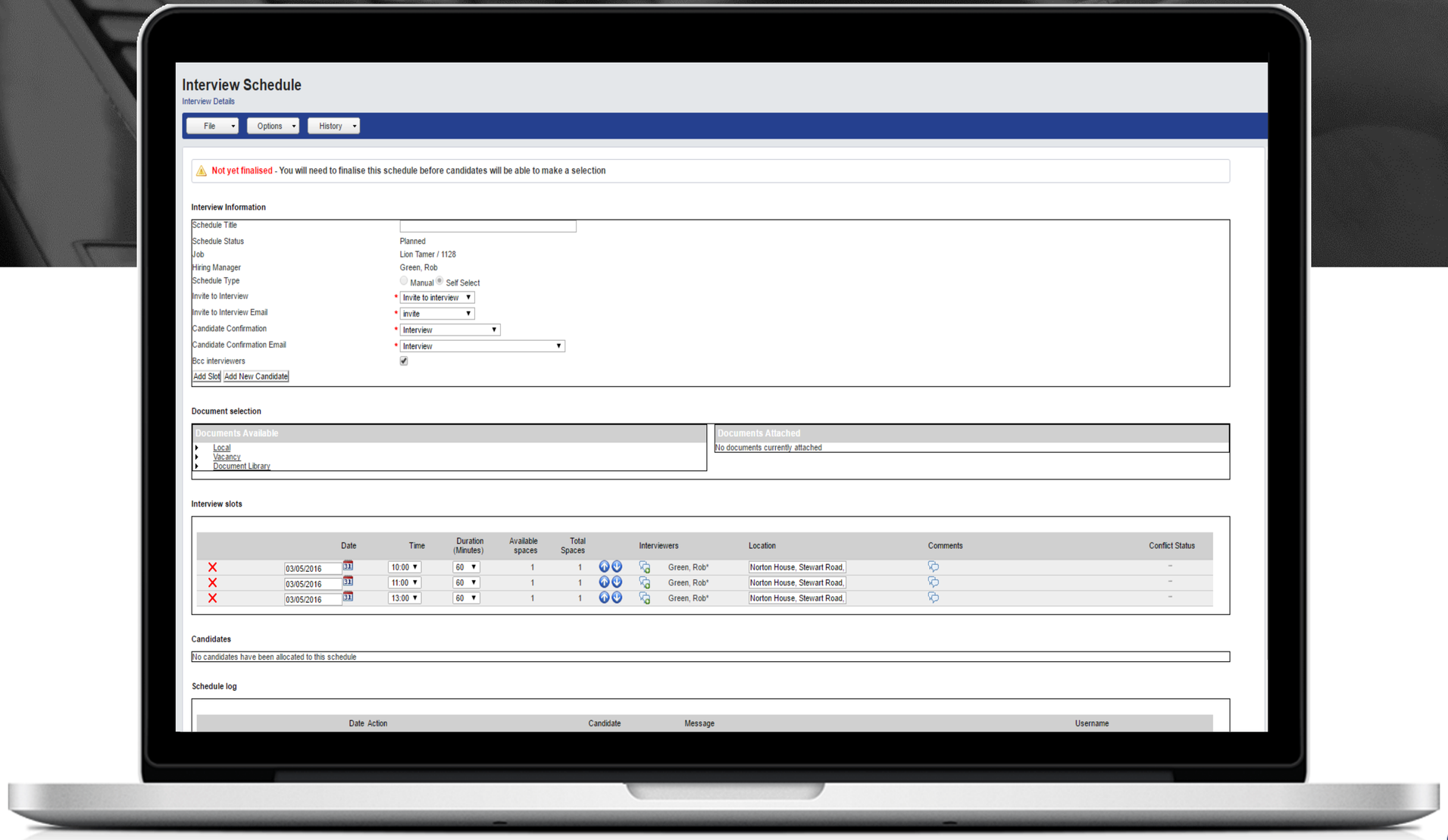

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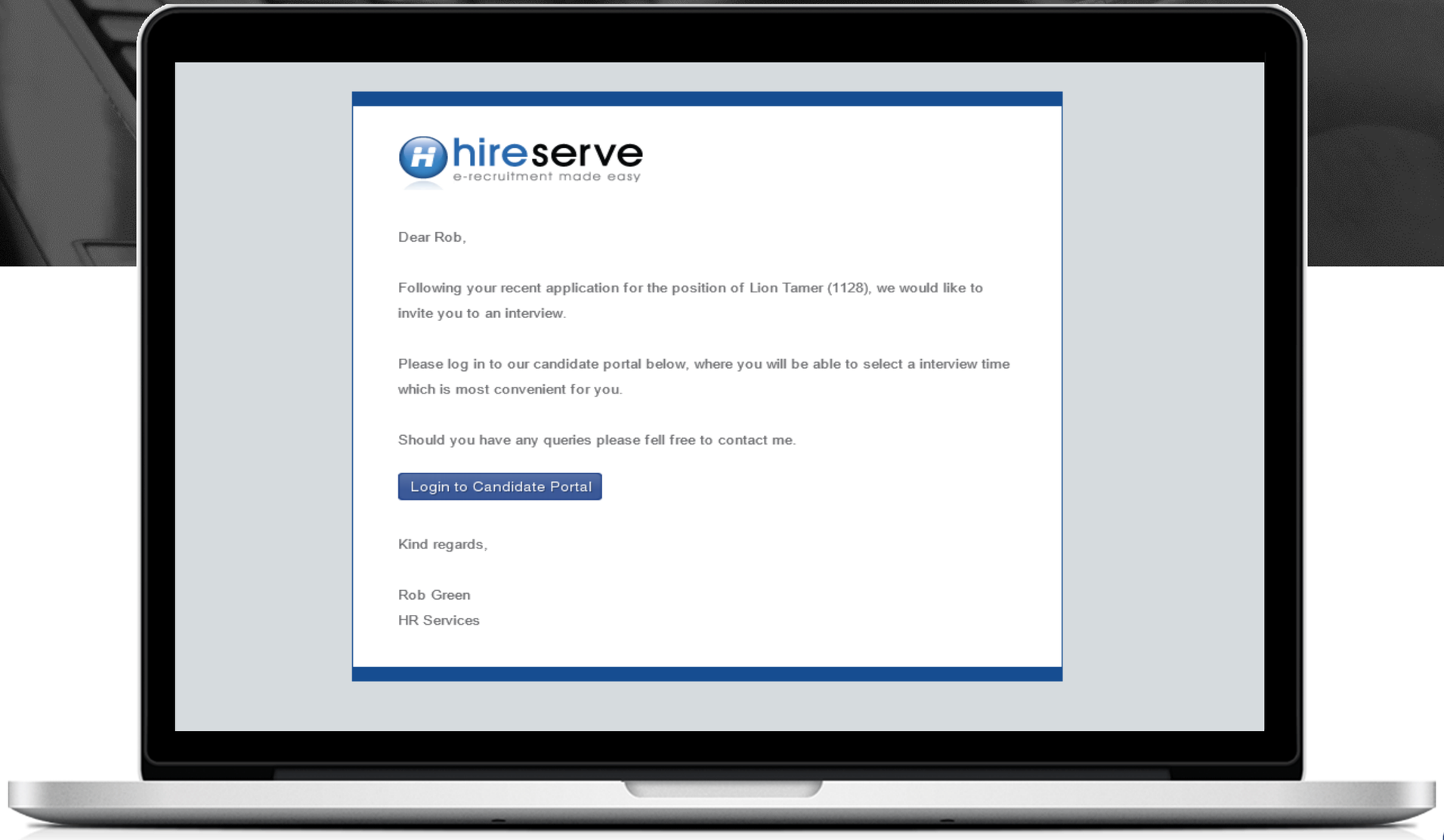

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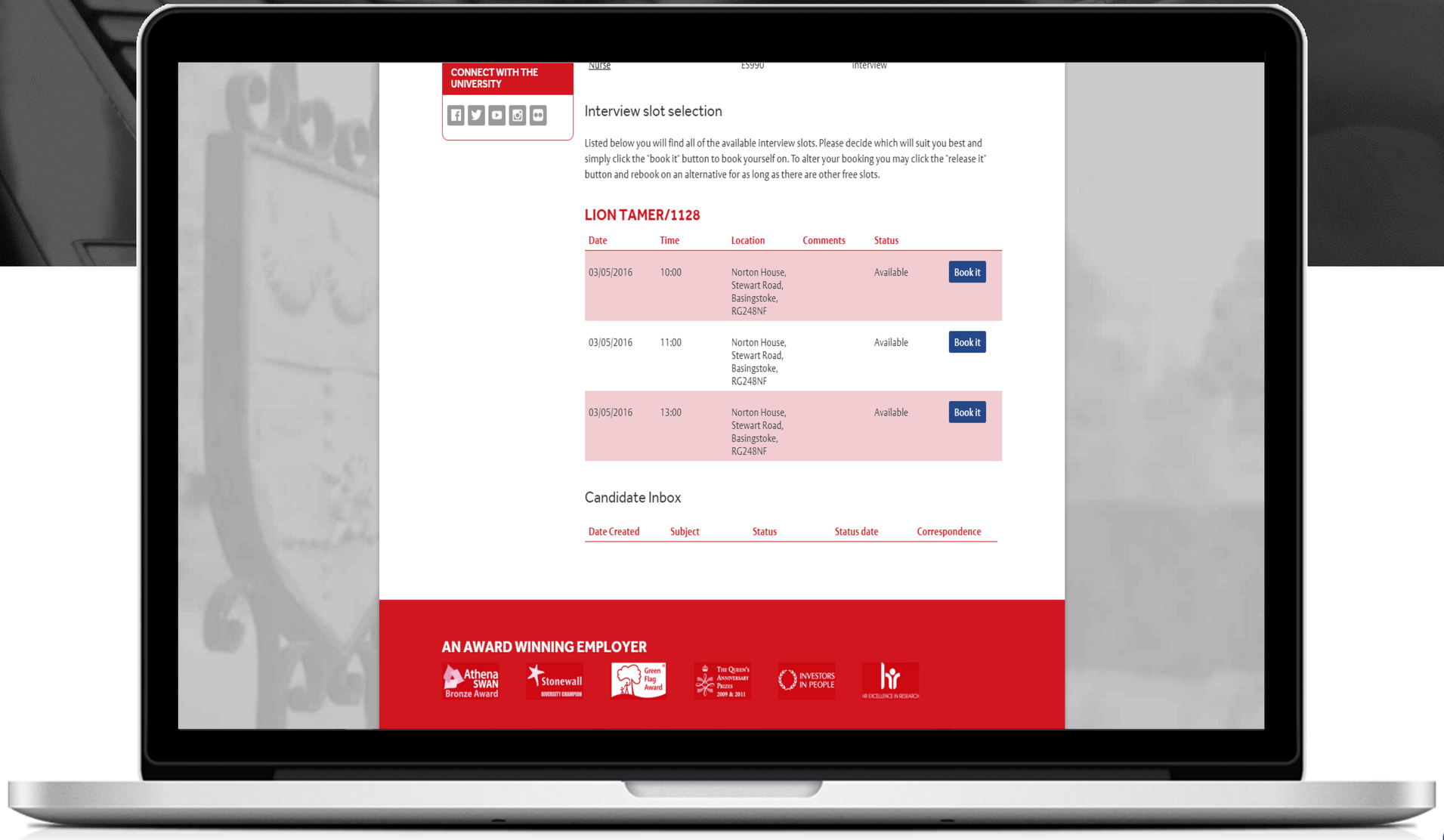

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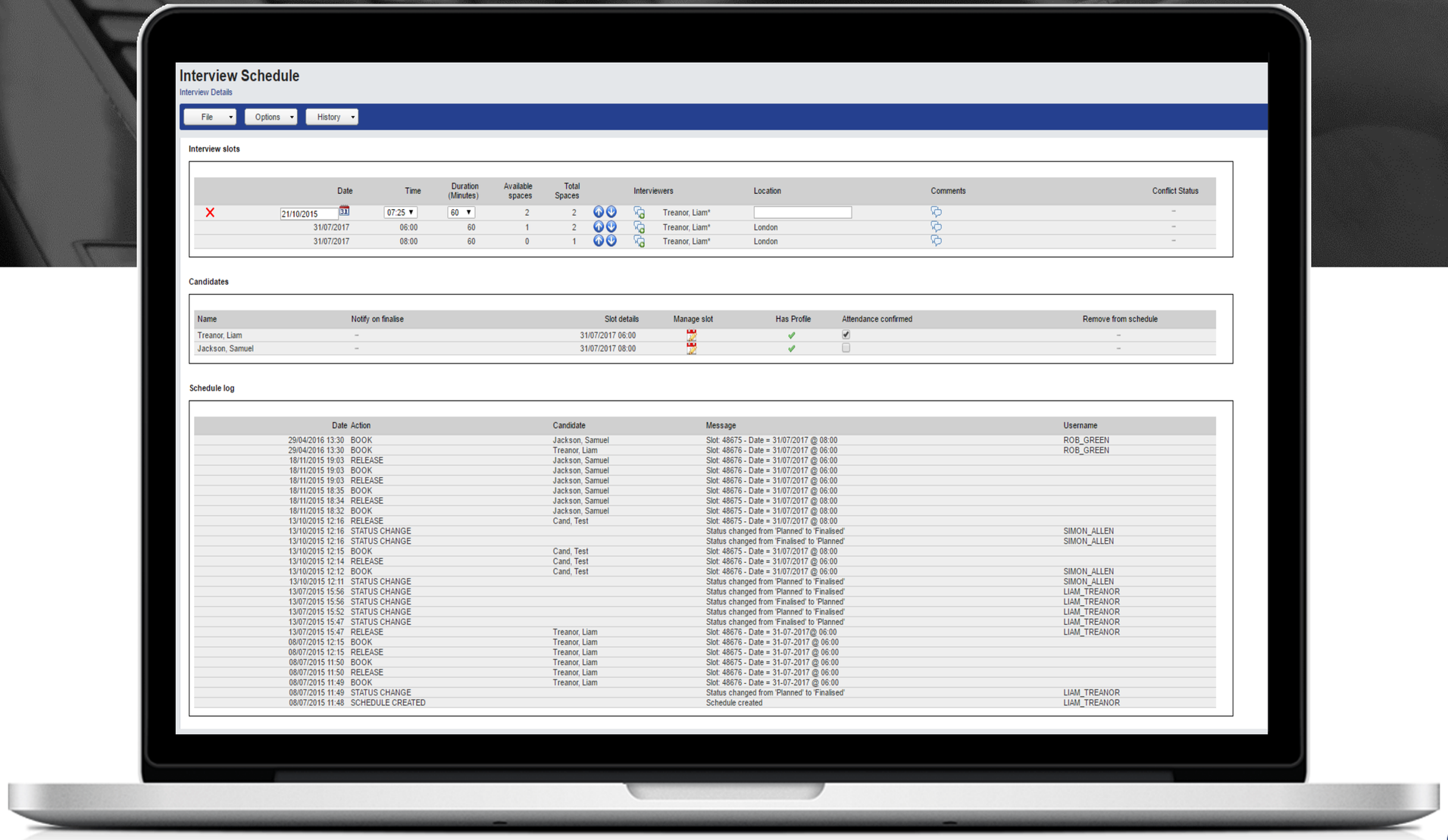

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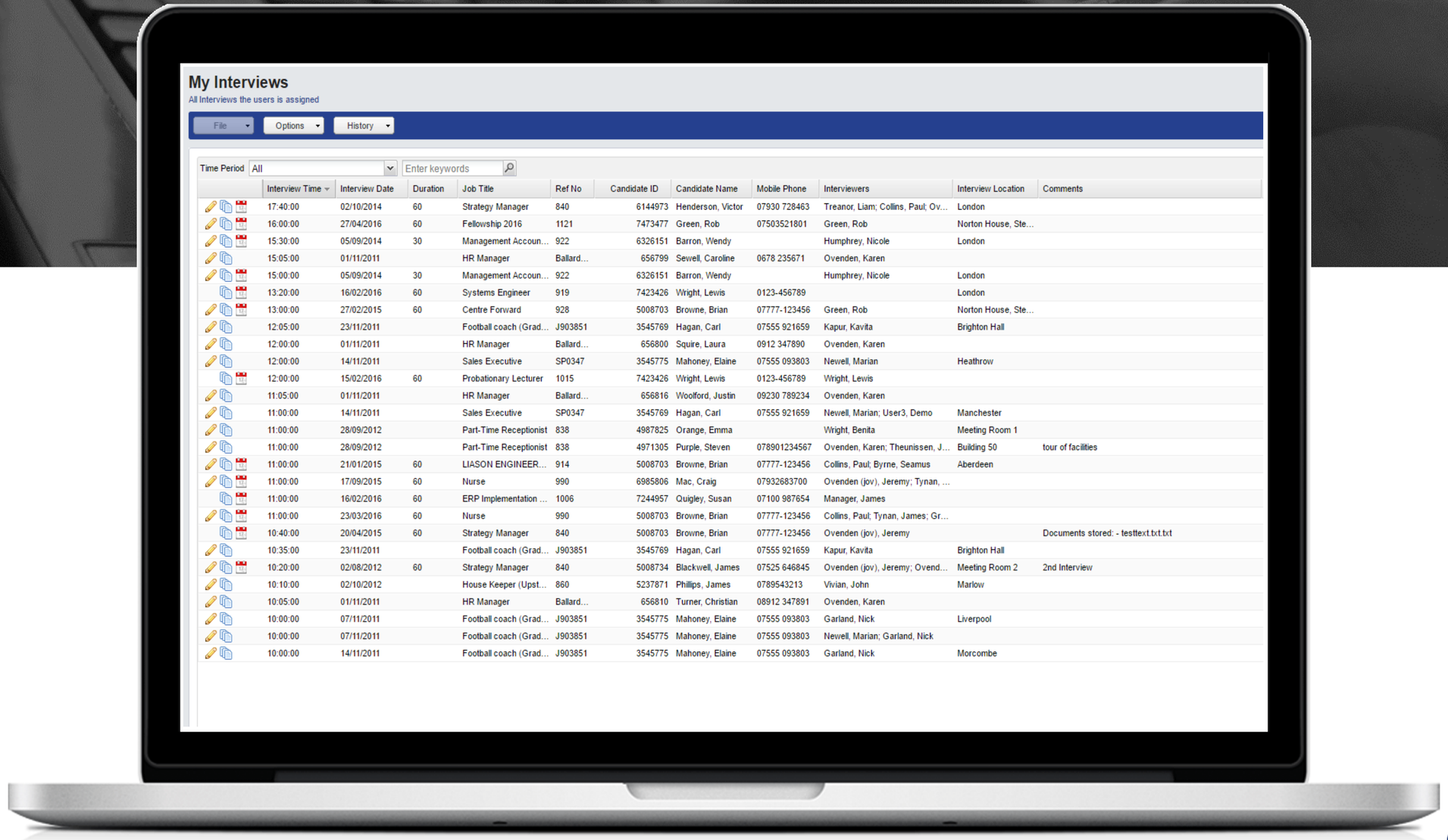

Interview Time	Interview Date	Duration	Job Title	Ref No	Candidate ID	Candidate Name	Mobile Phone	Interviewers	Interview Location	Comments
17:40:00	02/10/2014	60	Strategy Manager	840	6144973	Henderson, Victor	07930 728463	Treanor, Liam; Collins, Paul; Ov...	London	
16:00:00	27/04/2016	60	Fellowship 2016	1121	7473477	Green, Rob	07503521801	Green, Rob	Norton House, Ste...	
15:30:00	05/09/2014	30	Management Accoun...	922	6326151	Barron, Wendy		Humphrey, Nicole	London	
15:05:00	01/11/2011		HR Manager	Ballard...	656799	Sewell, Caroline	0678 235671	Ovenden, Karen		
15:00:00	05/09/2014	30	Management Accoun...	922	6326151	Barron, Wendy		Humphrey, Nicole	London	
13:20:00	16/02/2016	60	Systems Engineer	919	7423426	Wright, Lewis	0123-456789		London	
13:00:00	27/02/2015	60	Centre Forward	928	5008703	Browne, Brian	07777-123456	Green, Rob	Norton House, Ste...	
12:05:00	23/11/2011		Football coach (Grad...	J903851	3545769	Hagan, Carl	07555 921659	Kapur, Kavita	Brighton Hall	
12:00:00	01/11/2011		HR Manager	Ballard...	656800	Squire, Laura	0912 347890	Ovenden, Karen		
12:00:00	14/11/2011		Sales Executive	SP0347	3545775	Mahoney, Elaine	07555 093803	Newell, Marian	Heathrow	
12:00:00	15/02/2016	60	Probationary Lecturer	1015	7423426	Wright, Lewis	0123-456789	Wright, Lewis		
11:05:00	01/11/2011		HR Manager	Ballard...	656816	Woolford, Justin	09230 789234	Ovenden, Karen		
11:00:00	14/11/2011		Sales Executive	SP0347	3545769	Hagan, Carl	07555 921659	Newell, Marian; User3, Demo	Manchester	
11:00:00	28/09/2012		Part-Time Receptionist	838	4987825	Orange, Emma		Wright, Benita	Meeting Room 1	
11:00:00	28/09/2012		Part-Time Receptionist	838	4971305	Purple, Steven	078901234567	Ovenden, Karen; Theunissen, J...	Building 50	tour of facilities
11:00:00	21/01/2015	60	LIASON ENGINEER...	914	5008703	Browne, Brian	07777-123456	Collins, Paul; Byrne, Seamus	Aberdeen	
11:00:00	17/09/2015	60	Nurse	990	6985806	Mac, Craig	07932683700	Ovenden (jov), Jeremy; Tynan, ...		
11:00:00	16/02/2016	60	ERP Implementation ...	1006	7244957	Quigley, Susan	07100 987654	Manager, James		
11:00:00	23/03/2016	60	Nurse	990	5008703	Browne, Brian	07777-123456	Collins, Paul; Tynan, James; Gr...		
10:40:00	20/04/2015	60	Strategy Manager	840	5008703	Browne, Brian	07777-123456	Ovenden (jov), Jeremy		Documents stored: - testtext.txt.txt
10:35:00	23/11/2011		Football coach (Grad...	J903851	3545769	Hagan, Carl	07555 921659	Kapur, Kavita	Brighton Hall	
10:20:00	02/08/2012	60	Strategy Manager	840	5008734	Blackwell, James	07525 646845	Ovenden (jov), Jeremy; Ovend...	Meeting Room 2	2nd Interview
10:10:00	02/10/2012		House Keeper (Upst...	860	5237871	Phillips, James	0789543213	Vivian, John	Marlow	
10:05:00	01/11/2011		HR Manager	Ballard...	656810	Turner, Christian	08912 347891	Ovenden, Karen		
10:00:00	07/11/2011		Football coach (Grad...	J903851	3545775	Mahoney, Elaine	07555 093803	Garland, Nick	Liverpool	
10:00:00	07/11/2011		Football coach (Grad...	J903851	3545775	Mahoney, Elaine	07555 093803	Newell, Marian; Garland, Nick		
10:00:00	14/11/2011		Football coach (Grad...	J903851	3545775	Mahoney, Elaine	07555 093803	Garland, Nick	Morcombe	

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Configuration

Configuration

How are automated interview schedules configured?

Related System Parameters

```
MULTI_INTERVIEW_AUTOMATED_INTERVIEW_REMINDER_E_LETTER_ID
MULTI_INTERVIEW_AUTOMATED_INTERVIEW_SCHEDULE_CREATION_ENABLED
MULTI_INTERVIEW_CAND_TABLE_ORDER_BY_ENABLED
MULTI_INTERVIEW_DECLINATION_NOTIFICATION_E_LETTER_ID
MULTI_INTERVIEW_DEFAULT_DURATION_INTERVAL
MULTI_INTERVIEW_DEFAULT_DURATION_MINUTES
MULTI_INTERVIEW_DFLT_CANDIDATE_CONFIRMATION_E_LETTER_ID
MULTI_INTERVIEW_DFLT_CANDIDATE_CONFIRMATION_TRACK_TYPE_ID
MULTI_INTERVIEW_DFLT_INVITE_TO_INTERVIEW_E_LETTER_ID
MULTI_INTERVIEW_DFLT_INVITE_TO_INTERVIEW_TRACK_TYPE_ID
MULTI_INTERVIEW_DFLT_SELECTION_TRACK_TYPE_ID
MULTI_INTERVIEW_DISABLE_INTERVIEWER_NOTIFICATIONS
MULTI_INTERVIEW_DOC_ATTACH_ENABLED
MULTI_INTERVIEW_EMAIL_PREVIEW_ENABLED
MULTI_INTERVIEW_EMAIL_TEXT_LEVEL
MULTI_INTERVIEW_ICS_CANCEL_E_LETTER_ID
MULTI_INTERVIEW_IGNORE_CONFLICTS
MULTI_INTERVIEW_MODES_ENABLED
MULTI_INTERVIEW_MULTI_SLOT_ALLOCATION_ENABLED
MULTI_INTERVIEW_NOTIFY_INTERVIEWERS_CANCELLED_INTERVIEW_E_LETTER_ID
MULTI_INTERVIEW_NOTIFY_INTERVIEWERS_ENABLED
MULTI_INTERVIEW_NOTIFY_INTERVIEWERS_E_LETTER_ID
MULTI_INTERVIEW_SLOTS_ENABLED
MULTI_INTERVIEW_SLOTS_OVERRIDES_ENABLED
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Questions?

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