

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>



Please connect with us, and follow Hireserve on LinkedIn

<https://www.linkedin.com/company/hireserve-limited>

Please join our LinkedIn User Group

<https://www.linkedin.com/groups/7473079>

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)

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).

Automated Interview Scheduling

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



Automated Interview Scheduling

Interview Schedule

Interview Details

File

Options

History

⚠ Not yet finalised - You will need to finalise this schedule before candidates will be able to make a selection

Interview Information

Schedule Title

Schedule Status

Job

Hiring Manager

Schedule Type

Invite to Interview

Invite to Interview Email

Candidate Confirmation

Candidate Confirmation Email

Bcc interviewers

Add Slot

Add New Candidate

Planned

Lion Tamer / 1128

Green, Rob

Manual

Self Select

Invite to interview

invite

Interview

Interview

☒

Document selection

Documents Available

Local

Vacancy

Document Library

Documents Attached

No documents currently attached

Interview slots

	Date	Time	Duration (Minutes)	Available spaces	Total Spaces		Interviewers	Location	Comments	Conflict Status
✗	03/05/2016	10:00	60	1	1	⬆⬇⬆	Green, Rob*	Norton House, Stewart Road,		-
✗	03/05/2016	11:00	60	1	1	⬆⬇⬆	Green, Rob*	Norton House, Stewart Road,		-
✗	03/05/2016	13:00	60	1	1	⬆⬇⬆	Green, Rob*	Norton House, Stewart Road,		-

Candidates

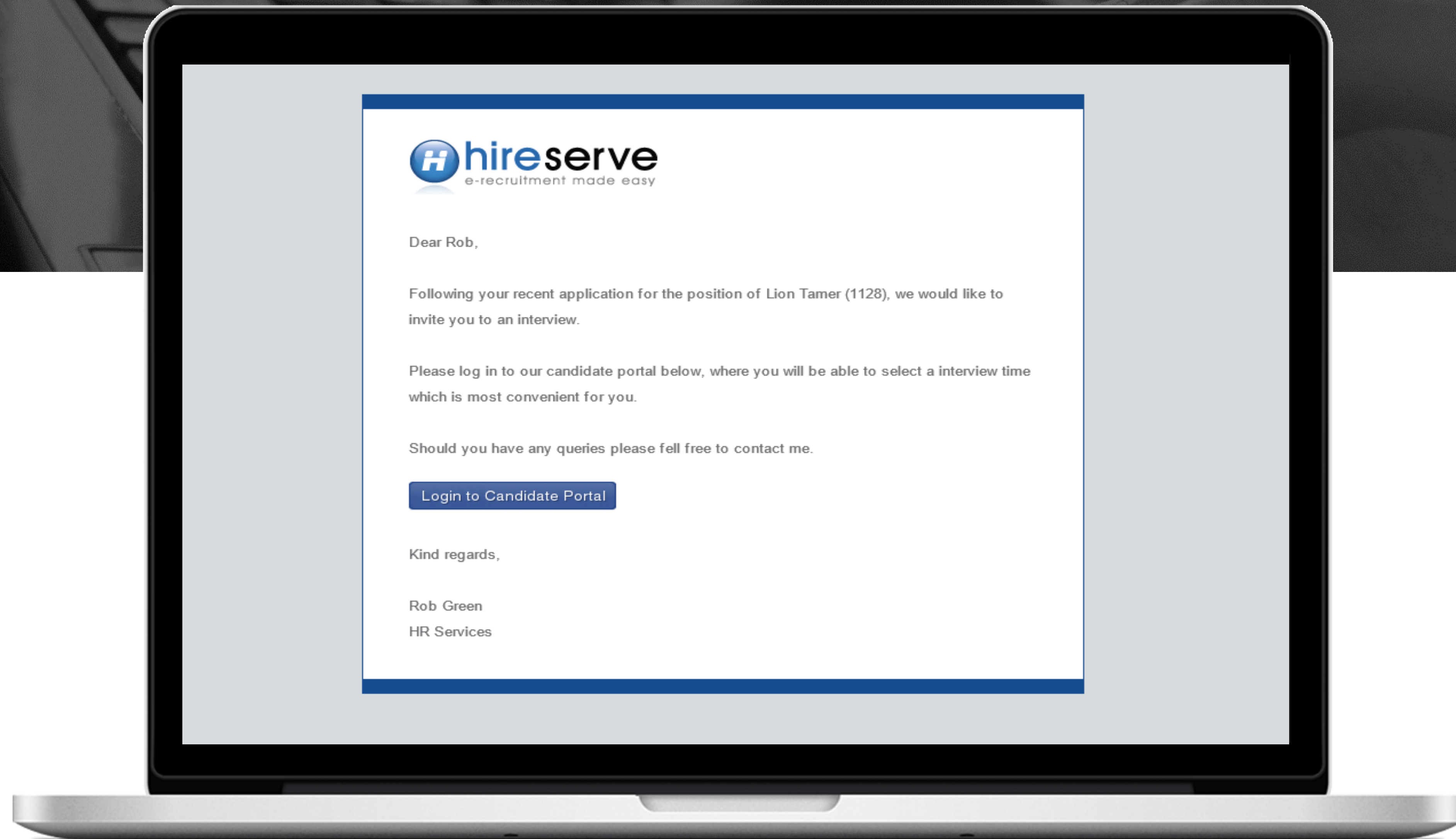
No candidates have been allocated to this schedule

Schedule log

Date	Action	Candidate	Message	Username
------	--------	-----------	---------	----------

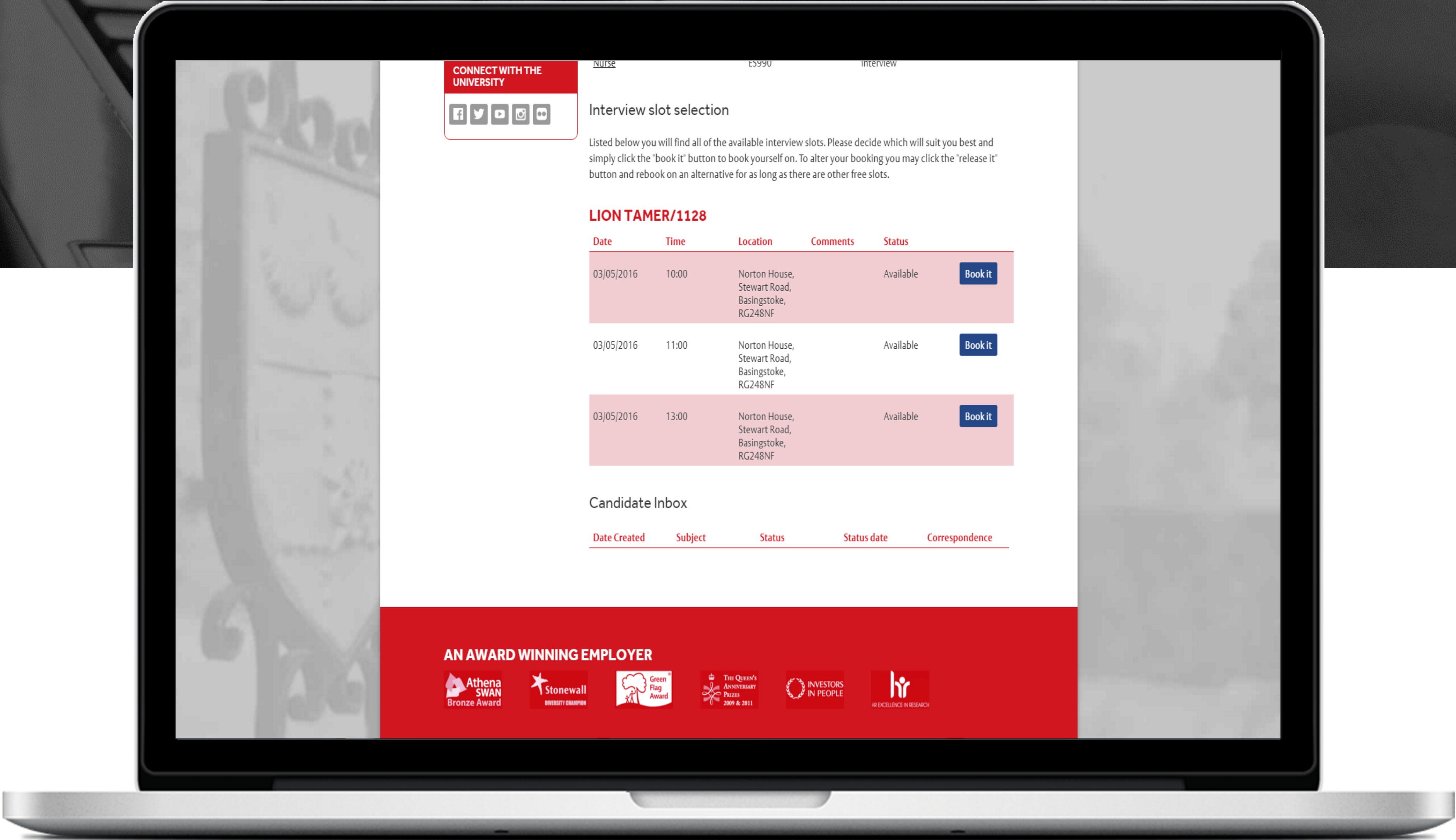


Automated Interview Scheduling





Automated Interview Scheduling





Automated Interview Scheduling

Interview Schedule

Interview Details

File

Options

History

Interview slots

	Date	Time	Duration (Minutes)	Available spaces	Total Spaces	Interviewers	Location	Comments	Conflict Status
X	21/10/2015	07:25	60	2	2	Treanor, Liam*			--
	31/07/2017	06:00	60	1	2	Treanor, Liam*	London		--
	31/07/2017	08:00	60	0	1	Treanor, Liam*	London		--

Candidates

Name	Notify on finalise	Slot details	Manage slot	Has Profile	Attendance confirmed	Remove from schedule
Treanor, Liam	--	31/07/2017 06:00		✓	<input checked="" type="checkbox"/>	--
Jackson, Samuel	--	31/07/2017 08:00		✓	<input type="checkbox"/>	--

Schedule log

Date	Action	Candidate	Message	Username
29/04/2016 13:30	BOOK	Jackson, Samuel	Slot: 48675 - Date = 31/07/2017 @ 08:00	ROB_GREEN
29/04/2016 13:30	BOOK	Treanor, Liam	Slot: 48676 - Date = 31/07/2017 @ 06:00	ROB_GREEN
18/11/2015 19:03	RELEASE	Jackson, Samuel	Slot: 48676 - Date = 31/07/2017 @ 06:00	
18/11/2015 19:03	BOOK	Jackson, Samuel	Slot: 48676 - Date = 31/07/2017 @ 06:00	
18/11/2015 19:03	RELEASE	Jackson, Samuel	Slot: 48676 - Date = 31/07/2017 @ 06:00	
18/11/2015 18:35	BOOK	Jackson, Samuel	Slot: 48676 - Date = 31/07/2017 @ 06:00	
18/11/2015 18:34	RELEASE	Jackson, Samuel	Slot: 48675 - Date = 31/07/2017 @ 08:00	
18/11/2015 18:32	BOOK	Jackson, Samuel	Slot: 48675 - Date = 31/07/2017 @ 08:00	
13/10/2015 12:16	RELEASE	Cand, Test	Slot: 48675 - Date = 31/07/2017 @ 08:00	
13/10/2015 12:16	STATUS CHANGE		Status changed from 'Planned' to 'Finalised'	SIMON_ALLEN
13/10/2015 12:16	STATUS CHANGE		Status changed from 'Finalised' to 'Planned'	SIMON_ALLEN
13/10/2015 12:15	BOOK	Cand, Test	Slot: 48675 - Date = 31/07/2017 @ 08:00	
13/10/2015 12:14	RELEASE	Cand, Test	Slot: 48676 - Date = 31/07/2017 @ 06:00	
13/10/2015 12:12	BOOK	Cand, Test	Slot: 48676 - Date = 31/07/2017 @ 06:00	
13/10/2015 12:11	STATUS CHANGE		Status changed from 'Planned' to 'Finalised'	SIMON_ALLEN
13/07/2015 15:56	STATUS CHANGE		Status changed from 'Planned' to 'Finalised'	LIAM_TREANOR
13/07/2015 15:56	STATUS CHANGE		Status changed from 'Finalised' to 'Planned'	LIAM_TREANOR
13/07/2015 15:52	STATUS CHANGE		Status changed from 'Planned' to 'Finalised'	LIAM_TREANOR
13/07/2015 15:47	STATUS CHANGE		Status changed from 'Finalised' to 'Planned'	LIAM_TREANOR
13/07/2015 15:47	RELEASE	Treanor, Liam	Slot: 48676 - Date = 31-07-2017 @ 06:00	LIAM_TREANOR
08/07/2015 12:15	BOOK	Treanor, Liam	Slot: 48676 - Date = 31-07-2017 @ 06:00	
08/07/2015 12:15	RELEASE	Treanor, Liam	Slot: 48675 - Date = 31-07-2017 @ 06:00	
08/07/2015 11:50	BOOK	Treanor, Liam	Slot: 48675 - Date = 31-07-2017 @ 06:00	
08/07/2015 11:50	RELEASE	Treanor, Liam	Slot: 48676 - Date = 31-07-2017 @ 06:00	
08/07/2015 11:49	BOOK	Treanor, Liam	Slot: 48676 - Date = 31-07-2017 @ 06:00	
08/07/2015 11:49	STATUS CHANGE		Status changed from 'Planned' to 'Finalised'	LIAM_TREANOR
08/07/2015 11:48	SCHEDULE CREATED		Schedule created	LIAM_TREANOR



Automated Interview Scheduling

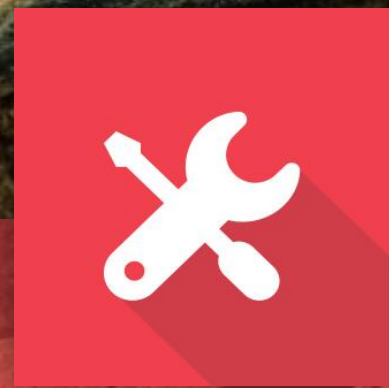
My Interviews

All Interviews the users is assigned

File Options History

Time Period All Enter keywords

	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	



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
```


Hireserve Hub



USER GUIDES & RELEASE NOTES

Your online library – download your Hireserve ATS User Guides and recent Release Notes.

[Find out more »](#)



HOW TO...

Browse and catch-up with Hireserve webinar recordings.

[Find out more »](#)



CUSTOMER EVENTS

Keep up to date with Hireserve User Group news and our popular Support Clinics.

[Find out more »](#)



SYSTEM UPDATES

The home of Hireserve ATS updates and system maintenance announcements.

[Find out more »](#)

[Hireserve.com/hireserve-hub](https://hireserve.com/hireserve-hub)

Automated Interview Scheduling

Questions?