

Interview Self-Scheduling

Spare yourself from the tedious back-and-forth of interview coordination emails and save time for all your other to-dos by using symplr Hiring’s Interview Self-Scheduling feature. After indicating what days your team is available, the system shares any open time slots with the candidate. Once the candidate selects the time that works best for them, the interview’s booked.

Setting Up the Self-Scheduling Feature

In order to use this feature, your organization’s system administrator must first enable symplr Hiring to access your company calendars’ free/busy information. After that, our support team adds a new interview scheduling process to your checklist.

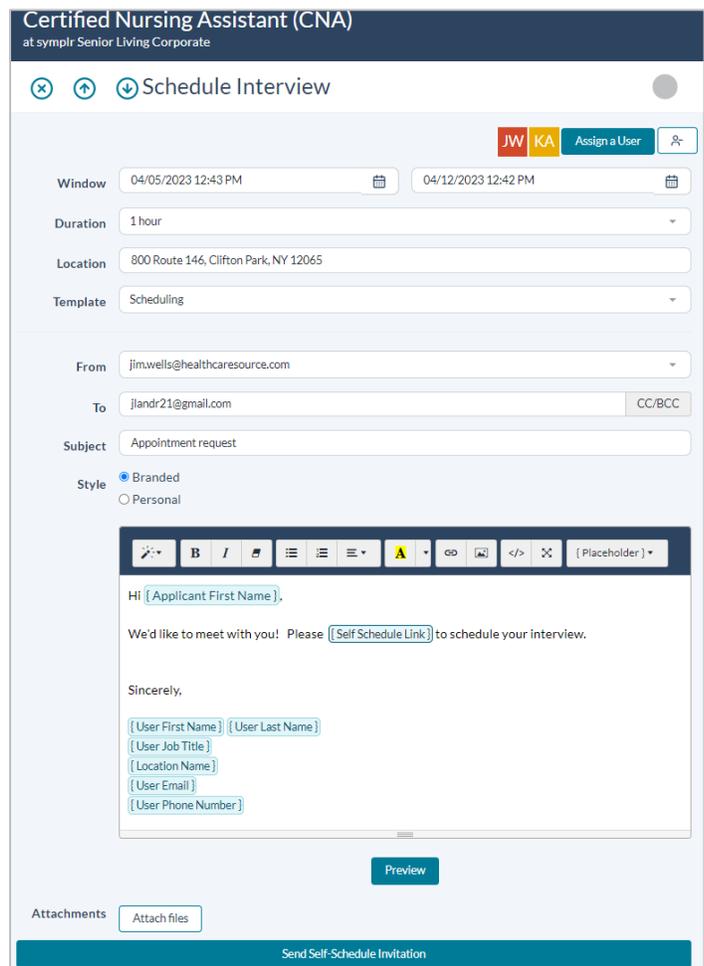
A new area in each user’s account allows them to set their working hours. This setting limits what times and days of the week are available for Self-Scheduling, so nobody is booked during inopportune times.

Sending the Self-Scheduling Invitation

Selecting the Self-Scheduling process opens a page where you can set the details of the interview. Begin by verifying the assigned users make up the correct interview team. You can add or remove any of these users as necessary. The feature searches the calendar availability of all users assigned to the process.

Next, select the date and time range for the interview (the default is one week). You can also select the duration of the meeting, include a location address or phone number, and send a text message if you’d like.

Then, select a preformatted email template or customize your own email to the applicant. Just be sure to include the **Self Schedule Link** placeholder. This link is what allows a candidate to select a meeting time using your availability window.

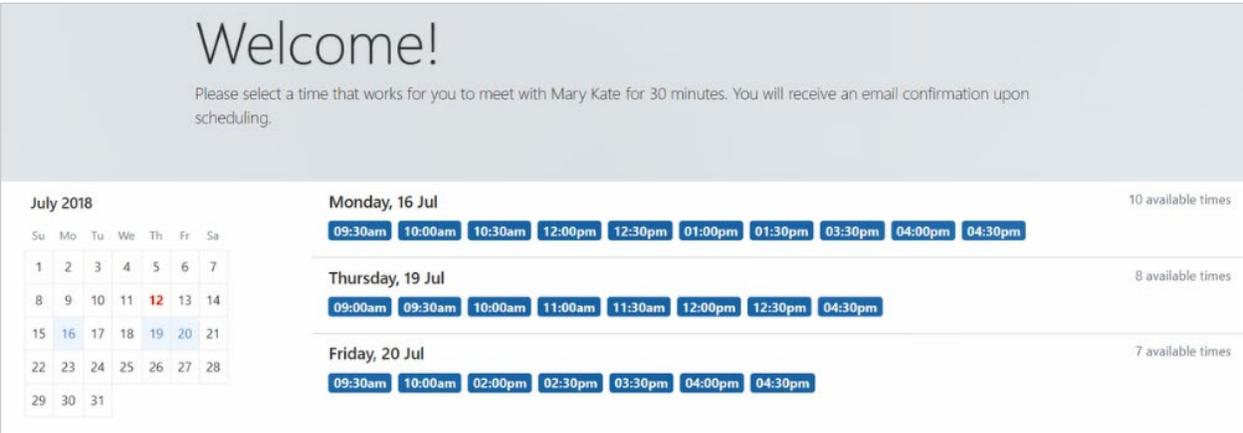


Clicking **Send Self-Schedule Invitation** sends the self-scheduling invitation to the candidate’s email address (and via text message, if applicable) and displays a confirmation that the invitation was sent successfully. If needed, you can also cancel the interview invitation from here.

The candidate follows the link to schedule their interview time. After completing their scheduling process, your calendar updates and the chosen block(s) of time are no longer selectable to other invitees.

Candidates Select a Time

Candidates may schedule their own interview times by following the smart link provided via email or text message. This link provides access to the *Candidate Self Scheduling* page, which displays all available times within the date/time window set for their specific interview.



Upon selecting a time, the *Confirmation* page displays to reaffirm the selected date, time, and location with the candidate. Selecting **Confirm** finalizes the process by sending the details to every process user and displaying a message the confirmation has been successfully sent. If needed, the **Back** option lets them change their appointment.

Schedule Confirmation

A schedule confirmation email is sent to the candidate and your process users when the candidate confirms their desired interview time. Attached to this email is an .ics file, which Outlook (or any other similar calendar app) uses to store this candidate’s interview details on your calendar. After confirming these details, the time is no longer available for other candidates to schedule.

Once the interview details are saved in your own calendar, you can add reminders, review meeting details, and work with it the same way as any other calendar appointment.

The Fine Print

Nothing to worry about, just a few more details about this feature to keep in mind.

- The email address associated with an organization's system user is the address used to find the associated calendar. If you make a typo in the email address or try to use a "spoofed" address, it won't work because the system won't find a calendar using that address. To update the email address associated with your organization's account, please contact your organization's IT Administrator.
- This feature must be enabled by a symplr support representative before it can be used by your organization. If you're ready to activate, give us a call at (866) 323-3030 or email talentsupport@symplr.com for assistance.