

Feature Overview

In-App Interview Scheduling

symlr Recruiting is already an industry-leading talent management solution that streamlines the process for posting jobs, collecting and comparing applicant data, conducting and tracking onboarding activities, etc. Now we're excited to deliver yet another piece of the hiring puzzle: **In-App Interview Scheduling**.

What is it exactly?

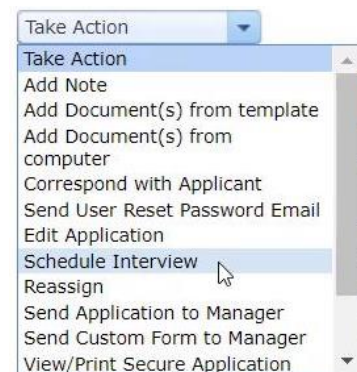
In-App Interview Scheduling within symlr Recruiting is an easy way to plan and coordinate interviews between candidates and interviewers. It's presented as a 3-step wizard that walks you through the scheduling process, including setting start and end times for all parties, sharing meeting locations, and sending invitation emails that include .ics calendar files compatible with Outlook, Google Calendar, and more.

Time spent on tasks associated with interview planning is greatly reduced thanks to features like communication templates and the ability to send invitations to multiple interviewers at once. These efficiencies all contribute to a shorter time-to-fill, saving valuable time and resources for you and your organization, while improving quality of care.

How do I use it?

Scheduling is as easy as launching the wizard and completing required fields in each of the three steps. The wizard is accessed from the *Applicant Detail* page by selecting the *Schedule Interview* option from the **Take Action** menu.

The first step in the wizard, **Interview Details**, provides areas for adding interviewers, along with a location and start/end times for their session with the applicant. You can add as many interviewers as necessary by clicking the **Add Attendee** button, which adds a new set of interviewer fields that allow you to set specific locations and times for each.



The email sent to interviewers, displayed below the detail fields, is populated using new communication templates and can be edited in the wizard as needed.

The second step in the wizard – **Invite Applicant** – contains fields for the email sent to the applicant. An **Interview Details** field displays the date and time for the calendar invitation that is attached to the email.

(The invitation uses the earliest start time and latest end time scheduled for interviewers for the applicant invitation, even if they span multiple days.)

And, just like the interviewer email, the applicant email displayed here is also populated by a new communication template and can be edited if necessary.

Note: *Emails sent to interviewers and applicants currently do not support the use of merge fields. This functionality will be included in future iterations of Interview Scheduler.*

Clicking **Finish** in the review step of the wizard (**Send Interview Invitation**) sends the invitation emails along with the .ics calendar files for each recipient. Records of these communications are stored in symplr Recruiting as applicant messages in the **Messages and Tasks** area on the *Applicant Detail* page.

The Fine Print

Nothing too serious here, just some extra details that may be nice to know.

- While In-App Interview Scheduling sends out .ics files for individual calendars, they aren't linked to any centralized location. This means any proposed time or location changes must be coordinated directly between the parties involved, not through symplr Recruiting.
- Invitations sent using In-App Interview Scheduling cannot be re-sent or canceled.
- In-App Interview Scheduling needs to be activated by a symplr Support specialist. Give them a call at (866) 323-3030 or email talentsupport@symplr.com and they'll be happy to set it up.