

JOBVITE

JOBVITE HIRE

Quick Start Guide for GoodTime Interview Scheduling

Brought to You by: Jobvite Product Team

JOBVITE

Change Log

Date	Version	Author	Description of Changes
09/18/2020	V1.0	Michael Carrino	Initial release

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Introduction

We are pleased to introduce an all-new Interview Scheduling integration with GoodTime.

GoodTime helps companies shorten their time to hire and deliver an exceptional candidate experience by automating interview scheduling. GoodTime uses automation and AI to match the most optimal interviewers to candidates, automating the scheduling process for both phone and complex onsite interviews.

Features

- GoodTime works with Jobvite's REST API and automatically syncs candidate, requisition, stage, recruiter, hiring manager, and coordinator information for candidates with whom the interviews need to be scheduled.
- The integration with Jobvite allows our users to seamlessly and automatically import all relevant information to make sure there is no manual data entry.
- GoodTime also integrates with calendars to sync the availability of interviewers so that it can provide the real-time options to candidates, which eliminates the need for the back and forth communication.

Benefits

- Talent teams experience up to 90% reduction in time to schedule interviews.
- The automatic assignment and diversification of interviewer panels removes unconscious bias
- Candidates get in the door faster via automated interview scheduling, which in turn reduces time-to-hire by up to 50%
- Delivers a seamless and amazing candidate experience

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Prerequisites

This section outlines the prerequisites that need to be completed prior to configuring the GoodTime integration within your Jobvite ATS system.

1. **Customer:** Purchase (possess) a service package from [GoodTime](#)
2. **Customer:** Submit a request to Jobvite Support for GoodTime integration

Note: If you are planning to add any new Interview Types to your system for use with the GoodTime integration (versus simply adding the GoodTime option to one or more existing interview types already in your system), you will need to complete the certification for self-service candidate workflows (if you have not already done so). For more information, see [Self-Service Candidate Workflows Project](#).

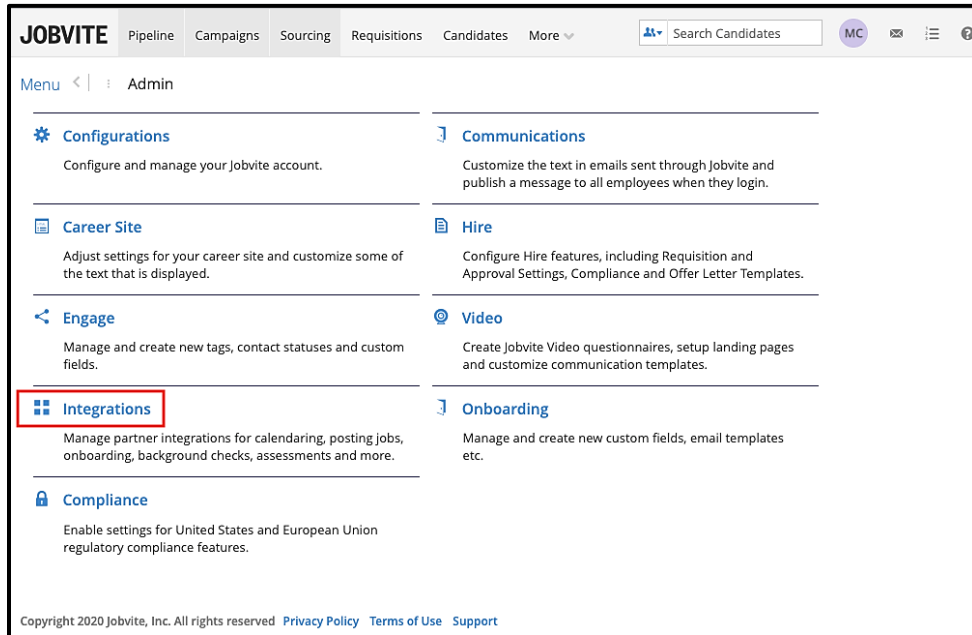
3. **Jobvite Support:** Provide client with *API Key* and *Secret*
4. **Customer:** Provide GoodTime with *Jobvite API Key* and *Secret*
 - GoodTime will connect to the Jobvite APIs

Once the above prerequisites are completed, you can proceed with configuring the GoodTime Integration.

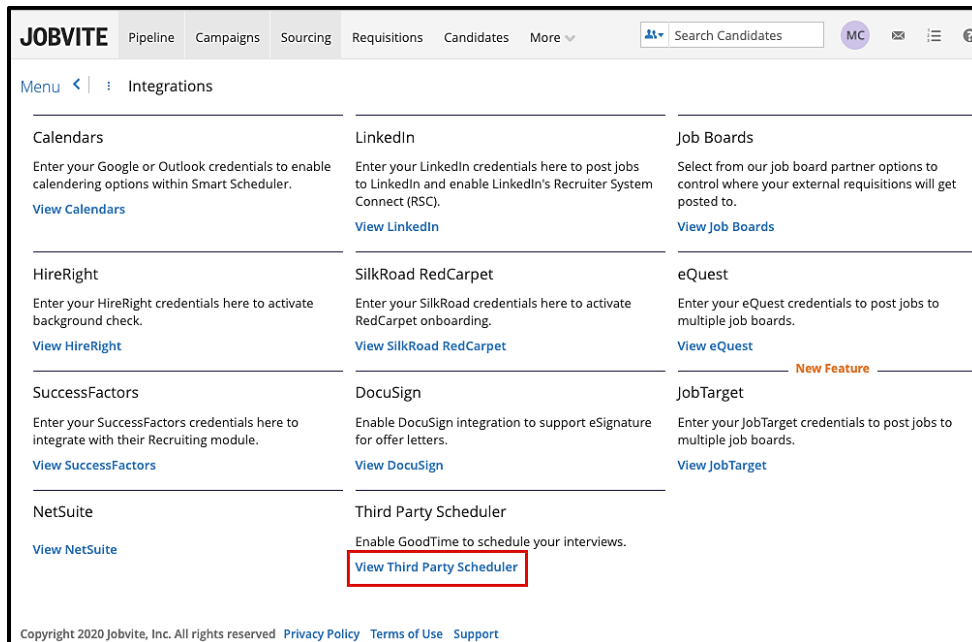
Enable GoodTime Integration

The Jobvite Administrator will need to enable the integration with GoodTime by following the steps outlined below:

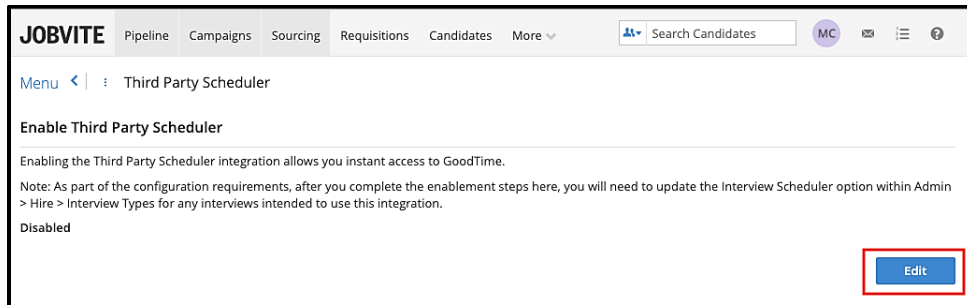
1. Log into Jobvite
2. Navigate to **More > Admin > Integrations**



3. Click **View Third Party Scheduler**



4. Click **Edit**



JOBVITE Pipeline Campaigns Sourcing Requisitions Candidates More MC

Menu < | : Third Party Scheduler

Enable Third Party Scheduler

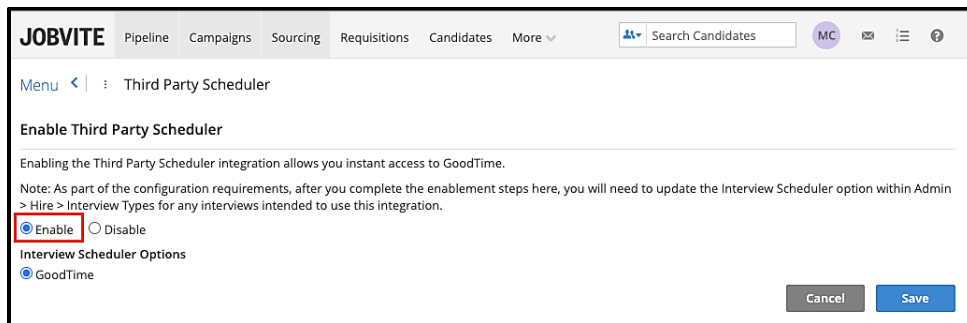
Enabling the Third Party Scheduler integration allows you instant access to GoodTime.

Note: As part of the configuration requirements, after you complete the enablement steps here, you will need to update the Interview Scheduler option within Admin > Hire > Interview Types for any interviews intended to use this integration.

Disabled

Edit

5. Click **Enable**



JOBVITE Pipeline Campaigns Sourcing Requisitions Candidates More MC

Menu < | : Third Party Scheduler

Enable Third Party Scheduler

Enabling the Third Party Scheduler integration allows you instant access to GoodTime.

Note: As part of the configuration requirements, after you complete the enablement steps here, you will need to update the Interview Scheduler option within Admin > Hire > Interview Types for any interviews intended to use this integration.

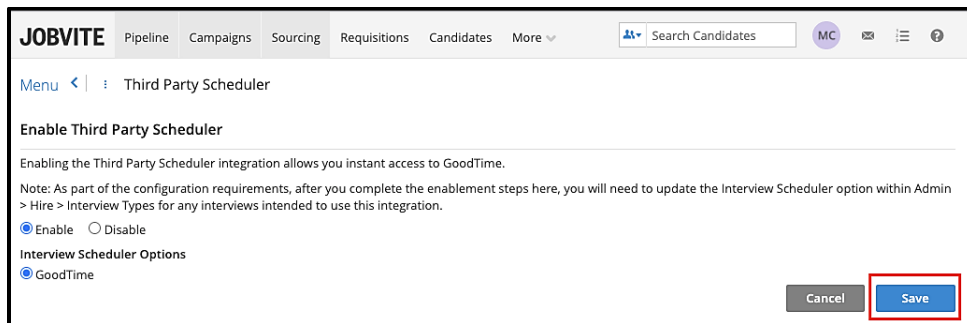
Enable Disable

Interview Scheduler Options

GoodTime

Cancel Save

6. Click **Save**



JOBVITE Pipeline Campaigns Sourcing Requisitions Candidates More MC

Menu < | : Third Party Scheduler

Enable Third Party Scheduler

Enabling the Third Party Scheduler integration allows you instant access to GoodTime.

Note: As part of the configuration requirements, after you complete the enablement steps here, you will need to update the Interview Scheduler option within Admin > Hire > Interview Types for any interviews intended to use this integration.

Enable Disable

Interview Scheduler Options

GoodTime

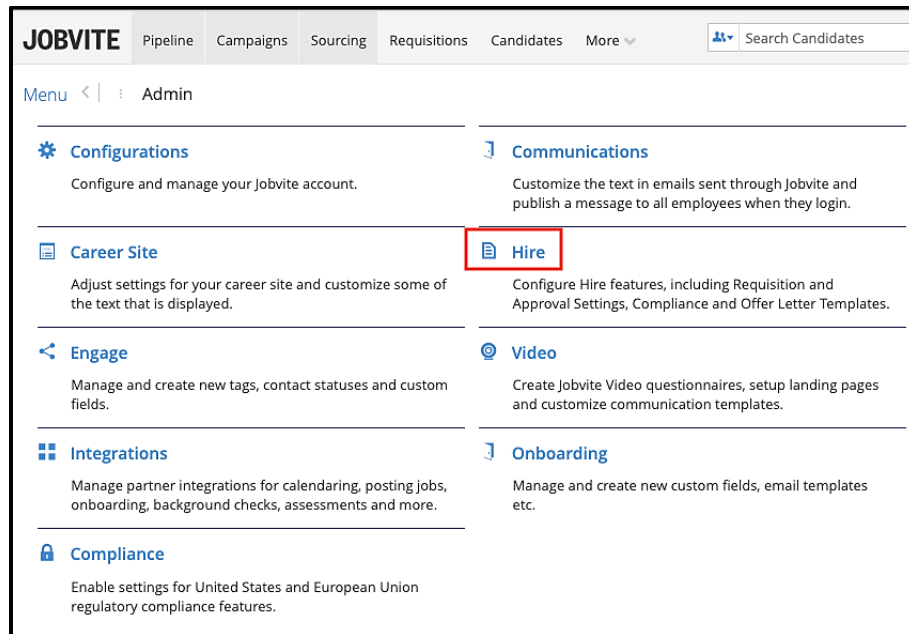
Cancel **Save**

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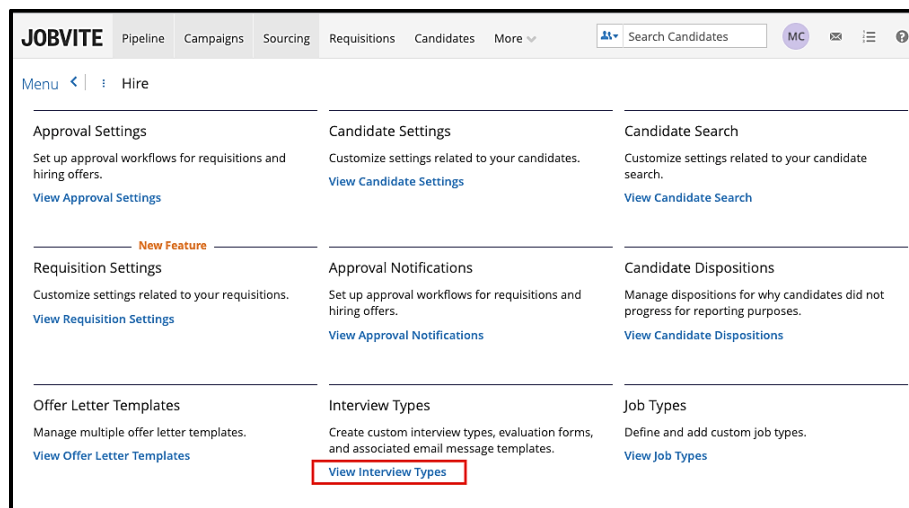
Configurations for Global Usage of GoodTime

Please follow the configuration steps outlined below if you will be configuring current (some or all) **Interview Types** to use the GoodTime Scheduling Integration.

1. Navigate to **More > Admin > Hire**

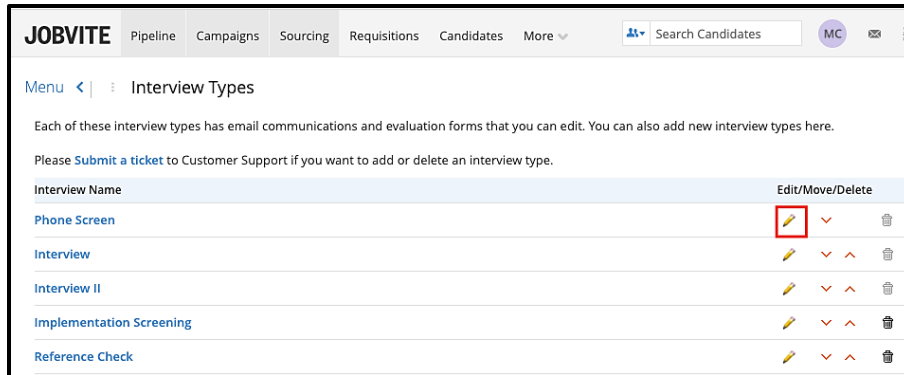


2. Click **View Interview Types**

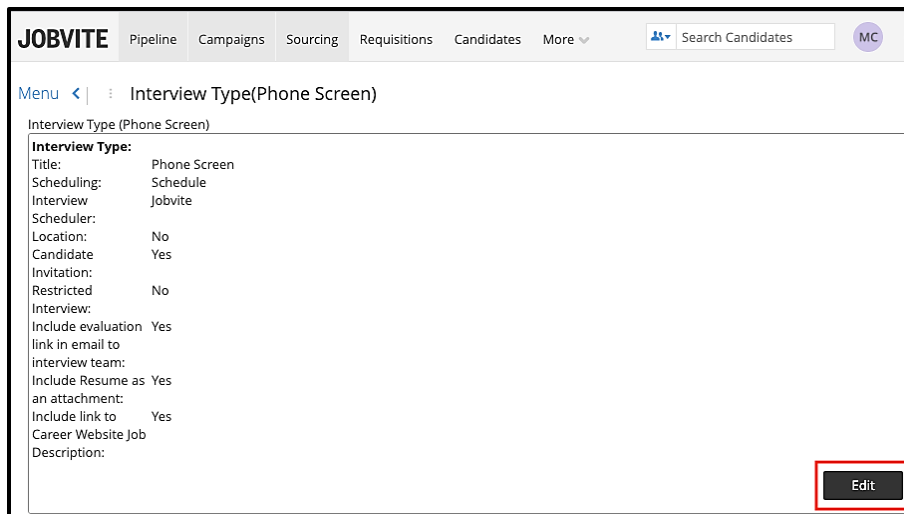


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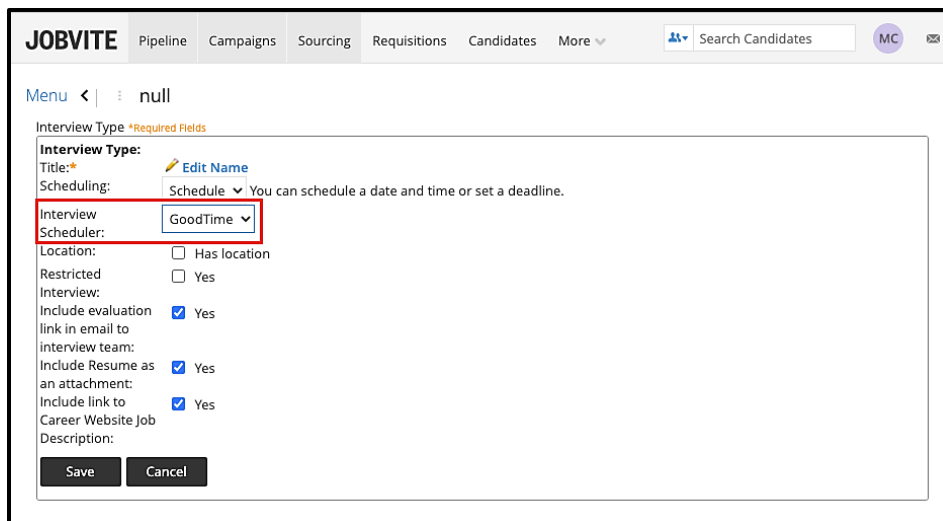
3. Click on the pencil icon next to the (any) *Interview Type* that is to use GoodTime



4. Within the *Interview Type* section, click **Edit**



5. Update **Interview Scheduler** to *GoodTime*



6. Click **Save**

The screenshot shows the 'Interview Type' edit form in Jobvite. The form includes fields for Title, Scheduling, Interview, Scheduler, Location, Restricted, Interview, Include evaluation link in email to interview team, Include Resume as an attachment, Include link to Career Website Job, and Description. The 'Save' button is highlighted with a red box.

7. Click **<** to return to the *Interview Type* list

The screenshot shows the 'Interview Type' list view in Jobvite. The breadcrumb 'Menu <' is highlighted with a red box. A green success message 'The interview has been updated' is displayed at the top. The list view shows the details of the 'Interview Type (Phone Screen)' and a table of evaluation sets.

Evaluation Name	Delete
Default	
Implementation Screening	
Product Management	
Sales	

- Repeat steps 4-8 until all Interview Types are updated as needed

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Configurations for Usage of GoodTime for New Interview Types

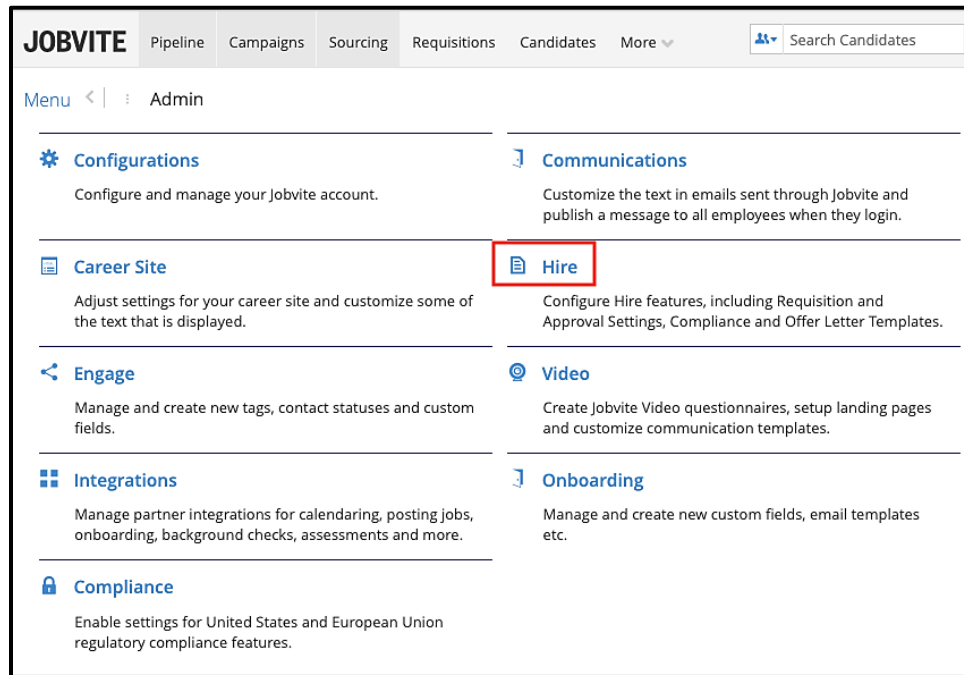
Please following the configuration steps outlined below if you will be configuring new Interview Types to use the GoodTime Scheduling Integration.

Prerequisites:

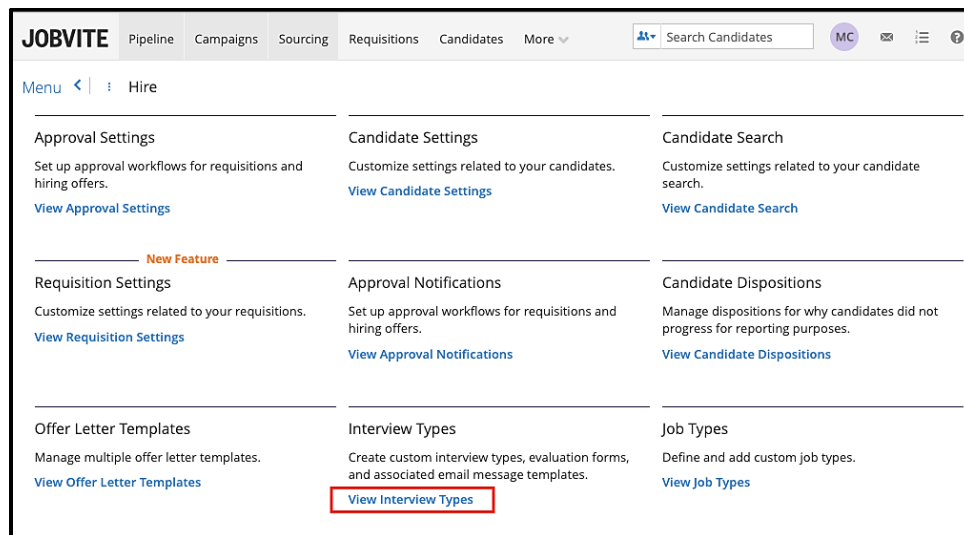
- Successful completion of the (self-service) workflow management certification course. For more information, see [Self-Service Candidate Workflows Project](#).

Process:

1. Navigate to **More > Admin > Hire**



2. Click **View Interview Types**



3. Click **Add Interview Type**

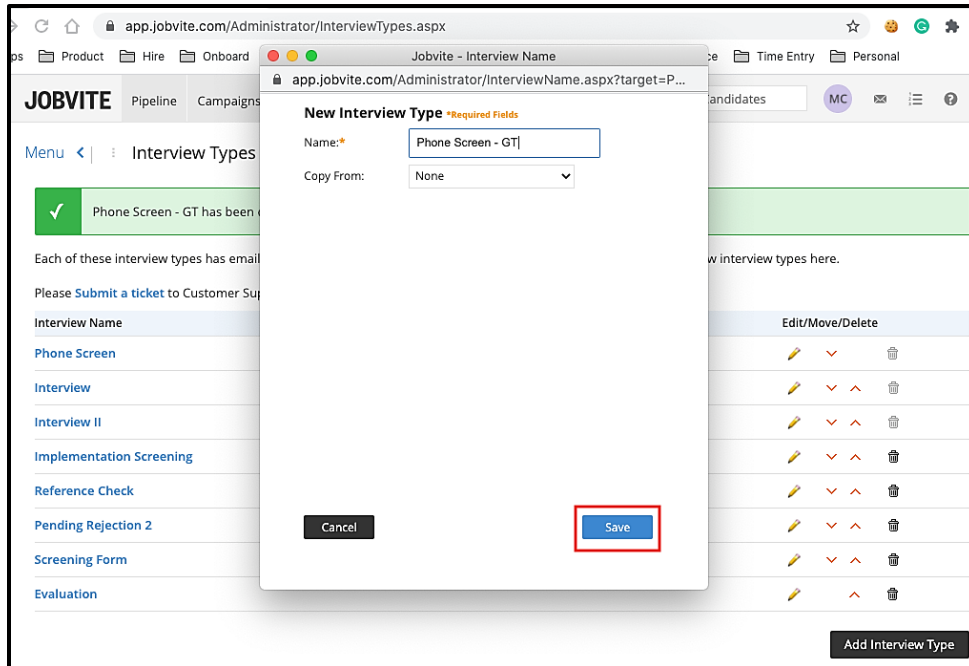
The screenshot shows the Jobvite interface for managing interview types. At the top, there's a navigation bar with 'JOBVITE' and various menu items like Pipeline, Campaigns, Sourcing, Requisitions, and Candidates. Below this, a breadcrumb trail shows 'Menu < | : Interview Types'. A green notification banner at the top left states 'Talentmine has been deleted'. The main content area contains instructions: 'Each of these interview types has email communications and evaluation forms that you can edit. You can also add new interview types here. Please [Submit a ticket](#) to Customer Support if you want to add or delete an interview type.' Below the text is a table listing existing interview types with their respective edit, move, and delete actions. The table has two columns: 'Interview Name' and 'Edit/Move/Delete'. The rows include: Phone Screen, Interview, Interview II, Implementation Screening, Reference Check, Pending Rejection 2, Screening Form, and Evaluation. At the bottom right of the table, there is a button labeled 'Add Interview Type', which is highlighted with a red rectangular box.

4. Enter a **Name** for the new Interview Type (e.g. *Phone Screen – GT*)

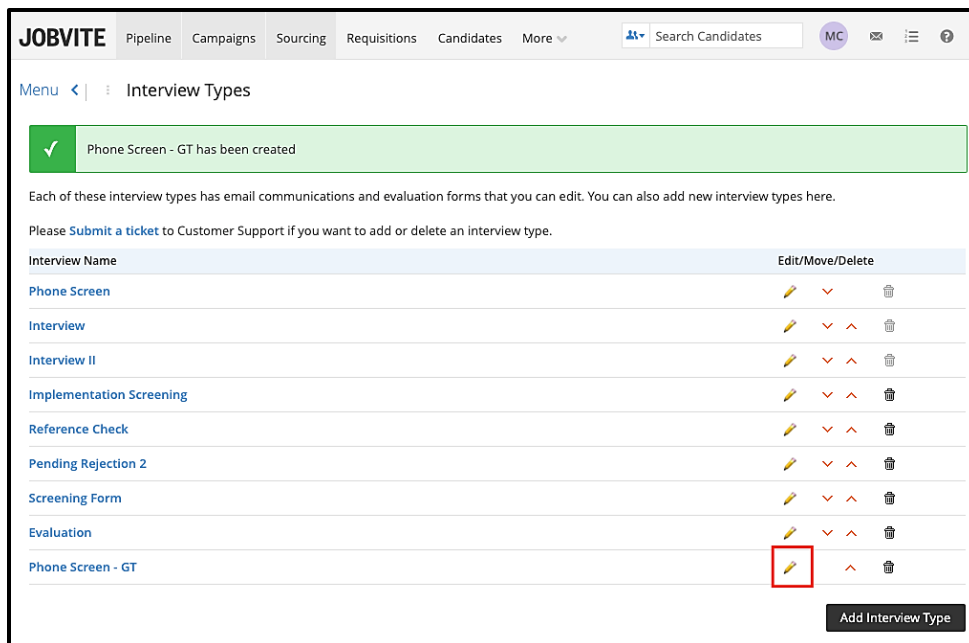
The screenshot shows the 'New Interview Type' modal form overlaid on the Interview Types management page. The modal has a title 'New Interview Type' with a red asterisk and the text '*Required Fields'. It contains two fields: 'Name:' with a red box around the input 'Phone Screen - GT', and 'Copy From:' with a dropdown menu set to 'None'. At the bottom of the modal are 'Cancel' and 'Save' buttons. The background page is partially visible, showing the same 'Add Interview Type' button highlighted with a red box.

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5. Click Save



6. Update the Interview Type to use GoodTime by clicking on the pencil icon



7. Within the **Interview Type** section, click **Edit**

The screenshot shows the Jobvite interface with the 'Interview Type' configuration page for 'Phone Screen - GT'. The page includes a navigation bar with 'JOBVITE', 'Pipeline', 'Campaigns', 'Sourcing', 'Requisitions', 'Candidates', and 'More'. A search bar for 'Search Candidates' and a user profile 'MC' are also visible. The main content area shows the configuration for the 'Interview Type' with the following details:

- Interview Type:** Phone Screen - GT
- Title:** Phone Screen - GT
- Scheduling:** Schedule
- Interview:** Jobvite
- Scheduler:** Jobvite
- Location:** Yes
- Candidate:** No
- Invitation:** No
- Restricted:** No
- Interview:** No
- Include evaluation link in email to interview team:** Yes
- Include Resume as an attachment:** Yes
- Include link to Career Website Job:** Yes
- Description:**

An 'Edit' button is located at the bottom right of the configuration area, highlighted with a red box.

8. Update **Interview Scheduler** to *GoodTime*

The screenshot shows the Jobvite interface with the 'Interview Type' configuration page. The page includes a navigation bar with 'JOBVITE', 'Pipeline', 'Campaigns', 'Sourcing', 'Requisitions', 'Candidates', and 'More'. A search bar for 'Search Candidates' and a user profile 'MC' are also visible. The main content area shows the configuration for the 'Interview Type' with the following details:

- Interview Type:** *Required Fields
- Title:** * Edit Name
- Scheduling:** Schedule You can schedule a date and time or set a deadline.
- Interview Scheduler:** GoodTime
- Location:** Has location
- Restricted:** Yes
- Interview:** Yes
- Include evaluation link in email to interview team:** Yes
- Include Resume as an attachment:** Yes
- Include link to Career Website Job:** Yes
- Description:**

The 'Interview Scheduler' dropdown menu is highlighted with a red box, showing 'GoodTime' selected. 'Save' and 'Cancel' buttons are located at the bottom of the configuration area.

9. Click **Save**

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Menu < | : null

Interview Type *Required Fields

Interview Type:

Title: [Edit Name](#)

Scheduling: You can schedule a date and time or set a deadline.

Interview Scheduler:

Location: Has location

Restricted: Yes

Interview: Yes

Include evaluation link in email to interview team: Yes

Include Resume as an attachment: Yes

Include link to Career Website Job Description: Yes

Save **Cancel**

10. Click **<** to return to the *Interview Type* list

JOBVITE Pipeline Campaigns Sourcing Requisitions Candidates More MC

Menu < | : Interview Type(Phone Screen - GT)

✓ The interview has been updated

Interview Type (Phone Screen - GT)

Interview Type:

Title: Phone Screen - GT

Scheduling: Schedule

Interview Scheduler: GoodTime

Location: Yes

Restricted: No

Interview: Yes

Include evaluation link in email to interview team: Yes

Include Resume as an attachment: Yes

Include link to Career Website Job Description: Yes

Edit

- Repeat steps 4-10 until all new Interview Types are created and updated as needed

Next, update your workflow(s) by adding any new interview types and (potentially) removing any discontinued Interview Types, as needed:

1. Access the **Workflows** page
2. Click on the **Pencil icon** next to each workflow

JOBVITE Pipeline Campaigns Sourcing Requisitions Candidates More MC

Menu < | : Workflows [Help for Workflows](#)

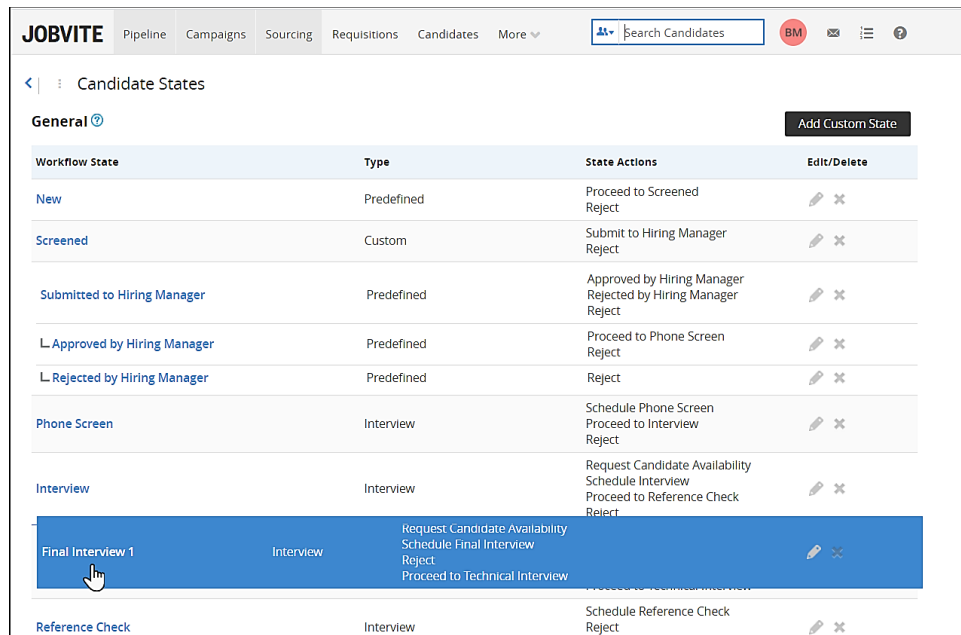
Workflows Name	Set Inactive	Edit/Delete
General (default)		
PS Workflow	make inactive	
GoodTime	make inactive	

Add Workflow

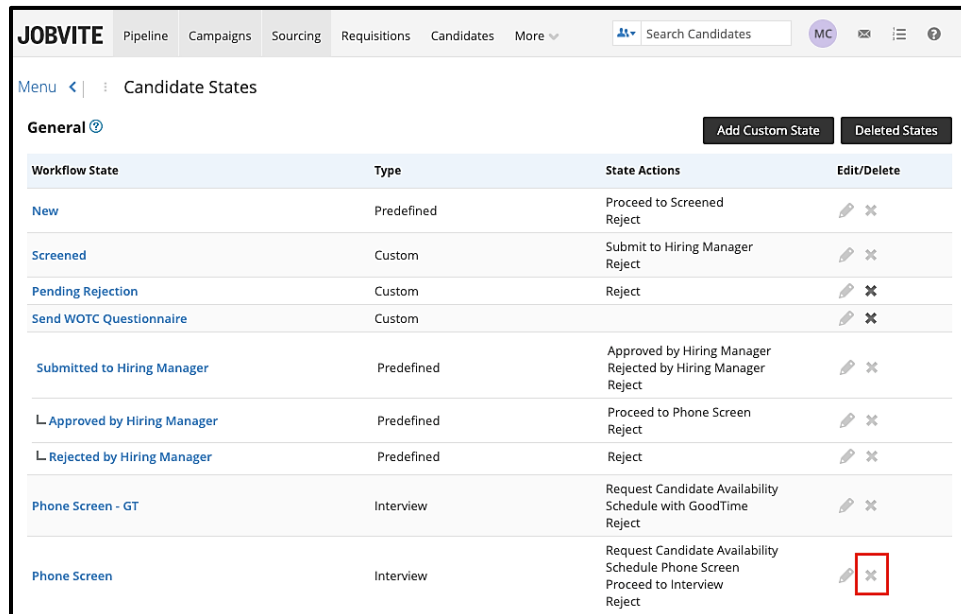
The default workflow defines the workflow for all general applications.
Default workflow: General edit

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- Use drag and drop to place any new **Interview Type** (listed here as a **Workflow State**) in the proper position in the workflow (by default, it will appear at the bottom of the list).



- Click **X** to remove unwanted **Interview Type(s)**: pictured here as **Workflow State(s)**. **Note** that these (items to be deleted) may be interview types that you have replaced by creating new Interview Types, or it could be the new Interview Type(s) you have created, which are by default added to the bottom of all workflows. You may only want the new interview type(s) added to some (not all) of your workflows.



- Repeat steps 3-4 until all Workflows are updated as needed.

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- **Note:** You may need to update the **State Actions** relationships to remove old dependencies and establish new/corrected dependencies. This may be needed regarding any newly added Interview Types, as well as for steps that reference (rely upon) any removed Interview Types.

The screenshot shows the Jobvite interface with a confirmation dialog box overlaid on top. The dialog box contains the text: "This state cannot be deleted, it is referred by the action 'Proceed to Phone Screen' in the state 'Approved by Hiring Manager'". Below the dialog box is a table of workflow states. The table has columns for the state name, its type, and its actions. The state "L- Approved by Hiring Manager" is highlighted with a red box, and its action "Proceed to Phone Screen" is also highlighted with a red box. The state "Phone Screen" is also highlighted with a red box, and its action "Proceed to Interview" is also highlighted with a red box.

Workflow State	Type	Actions	Edit/Delete
New	Predefined	Proceed to Screened Reject	✎ ✕
Screened	Custom	Submit to Hiring Manager Reject	✎ ✕
Pending Rejection	Custom	Reject	✎ ✕
Send WOTC Questionnaire	Custom		✎ ✕
Submitted to Hiring Manager	Predefined	Approved by Hiring Manager Rejected by Hiring Manager Reject	✎ ✕
L- Approved by Hiring Manager	Predefined	Proceed to Phone Screen Reject	✎ ✕
L- Rejected by Hiring Manager	Predefined	Reject	✎ ✕
Phone Screen - GT	Interview	Request Candidate Availability Schedule with GoodTime Reject	✎ ✕
Phone Screen	Interview	Request Candidate Availability Schedule Phone Screen Proceed to Interview Reject	✎ ✕

Additional Help

If you need any additional assistance with this feature, please reach out to Jobvite Support via one of the options listed in the main menu bar Help Menu (question mark icon).

We would appreciate your feedback! To let us know what you think of this feature, please reach out to your CSM or write us a note at beta@jobvite.com with the subject as *GoodTime Feedback*.