

Fast & Efficient Scheduling with high quality Candidate Experience

Personalization:

Whether starting with a base, interview or email template ALL interview invites can be tailored/personalized prior to sending to a candidate.

Interview Templates:

Organize all data/variables specific to an individual job posting or role in an interview template

.For any interview that will be repeated/conducted more than once we recommend creating a template to streamline scheduling and ensure all candidates for that role receive a consistent interview experience.

Example Interview Templates for a **specific job/role:**

- 1) Phone Screen - Sales Manager
- 2) Technical Phone Screen - Backend Developer
- 3) (virtual) Onsite - Account Executive, East Coast Region
- 5) (virtual) Onsite - Senior Software Engineer, Front-End

Email Templates:

The default Email correspondence GoodTime will use and from which you can personalize your own emails.

Base Templates:

The building-blocks upon which interview templates are created. Aligned with **Job Stage** and/or **Business Unit**

Example **Job Stage** Templates:

- 1) Recruiter Screen
- 2) Phone Interview
- 3) Hiring Manager Interview
- 4) (virtual) Onsite Interview
- 5) (IRL) Onsite Interview

Example **Business Unit** Templates:

- 1) Pair Programming Interview
- 2) Sales Presentation Interview
- 3) Finance Practical Interview
- 4) (virtual) Onsite Interview - Engr
- 5) (virtual) Onsite Interview - Exec

At a minimum we recommend email templates be built-out for the 4 main scheduling workflows:

- 1) Request Availability
- 2) Schedule Confirmation
- 3) [Reschedule] Request Availability
- 4) [Reschedule] Confirmation

Company Settings: The foundation / default Settings for your company.

- Company Branding
- Integrations (ATS / VCS / CCS)
- Locations (for IRL interviews at an office location)
- Visitor management system integration
- Interview / Meeting defaults

- General business hours
- Candidate calendar (for all candidate facing bookings)
- Company tagging structure (Basic and Advanced)