



GoodTime + Workday Integration Guide

Updated Sep 26, 2024

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Overview

The Workday + GoodTime integration connects your GoodTime account with Workday Recruiting, allowing you to keep all candidate interview information synced between platforms.

This integration requires that GoodTime has access to Workday Recruiting and its API.

Utilizing the Workday API, GoodTime does the following:

- Syncs candidate data between Workday and GoodTime so information does not have to be re-entered in GoodTime.
- Syncs interviewer (employee) data between Workday and GoodTime for easy scheduling.
- Syncs a list of job applications and application stages for each candidate, enabling scheduled interview data to flow back to the appropriate candidate applications.
- Imports recruiter/coordinator/hiring manager assignments for each candidate.

Workday Configuration

Supported Versions

The Workday + GoodTime integration supports Workday Web Services v32.0 and higher.

For information regarding Workday's API, check out the following resources:

- [Workday API Documentation Home](#)
- [Workday Web Services Directory \(v36.2\)](#)

Utilized Services

The GoodTime + Workday integration utilizes Workday's [Human Resources](#) and [Recruiting](#) Web Services. For information on the specific endpoints used, read each of the next sections.

Human Resources

The following endpoints are found in Workday's [Human Resources Web Service](#).

Operation	Reason Needed
Get_Workers	Allows GoodTime to sync the interviewers selected for an interview panel. This endpoint returns the IDs and

	email addresses necessary for mapping interviewers between Workday and GoodTime.
Get_Organizations	Allows GoodTime to sync a job's hiring manager and recruiter.

Recruiting

The following endpoints are found in Workday's [Recruiting Web Service](#).

Operation	Reason Needed
Get_Candidates	Allows syncing of candidate data required to schedule interviews (i.e., name and email address).
Get_Job_Requisitions	Allows syncing the list of jobs available in Workday.
Get_Evergreen_Requisitions	Allows syncing the list of evergreen requisitions in Workday.
Put_Interview	Allows GoodTime to push new interviews and interview updates to Workday.
Get_Interviews	Allows GoodTime to retrieve a list of interviews. This is necessary for updating existing interviews, as well as for verifying that interviews and updates have been successfully pushed to Workday.
Get_Positions	Allows GoodTime to identify the recruiter and Hiring manager associated with the job ID.
Get_Job_Requisition_Interview_Settings	Allows GoodTime to import the interview team setting for each job requisition.
Get_Questionnaires	Allows syncing the list of interview questionnaires in Workday.

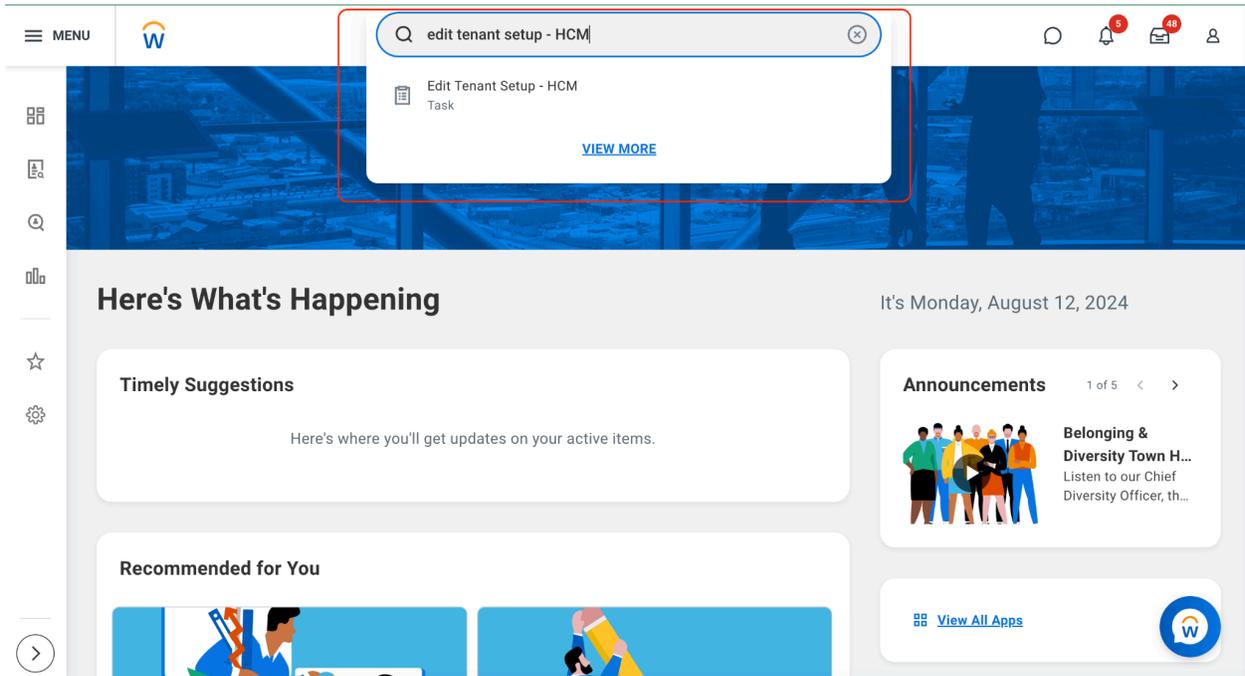
Permissions and Internal Configurations

Before integrating GoodTime with Workday Recruiting, there are a few permissions and configurations that must be set in Workday.

Note: To complete these actions, you must have administrative access in Workday. If you're unable to complete these actions, contact your Workday administrator.

1. Ensure UI displays the Candidate ID

Invoke task "Edit Tenant Setup - HCM" in Workday



Make sure to check the "Include ID in Candidate Name" box and click OK

✕
Edit Tenant Setup - HCM goodtime_dpt1

IDs

Instructions Indicates the Custom ID Types assigned when ~a Pre-Hire~, Employee or Contingent Worker is entered into the system. If the Custom ID is defined with a Sequence Definition, a new ID will be calculated and assigned to it.

Default Custom IDs for New Pre-Hires ⋮ ?

Default Custom IDs for New Employees ⋮ ?

Default Custom IDs for New Contingent Worker ⋮ ?

Default Custom IDs for New Dependents ⋮ ?

Default Custom IDs for New Beneficiaries ⋮ ?

ID Definition for Candidate ✕ Candidate ID (CAND-1151) ↗ ⋮ ?

Include ID in Candidate Name

ID Definition for Employee Contract ID ⋮ ?

ID Definition for Pre-Hire ID ✕ Applicant ID (A01710) ↗ ⋮ ?

OK
Cancel

2. Create an Integration System User

The first step is creating an Integration System User in Workday.

To create an Integration System User:

1. Sign in to your Workday account.
2. Access the **Create Integration System User** task.
3. Enter a new username (ex. ISU_Goodtime)
4. Enter and confirm a password.
5. Uncheck **Require New Password at Next Sign In**, check the box for **Do Not Allow UI Sessions**
6. Click **OK**.

Note: Be sure to also access the **Maintain Password Rules** task and add the newly created Integration System User to the list **System Users exempt from password expiration**. This will prevent the Integration System User password from expiring.

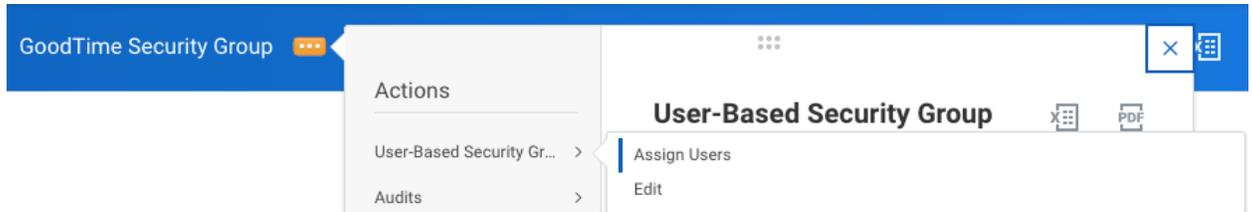
3. Create a Security Group and Assign an Integration System User

Next, you must create a Security Group in Workday and assign an Integration System User.

To create a Security Group:

1. Access the **Create Security Group** task.
2. For the group type, select **User-Based Security Group**.

3. Name the Security Group (ex. GoodTime Security Group).
4. Click **OK**.
5. Click on the action button (...) of the security group created -> User-Based Security Group -> Assign Users

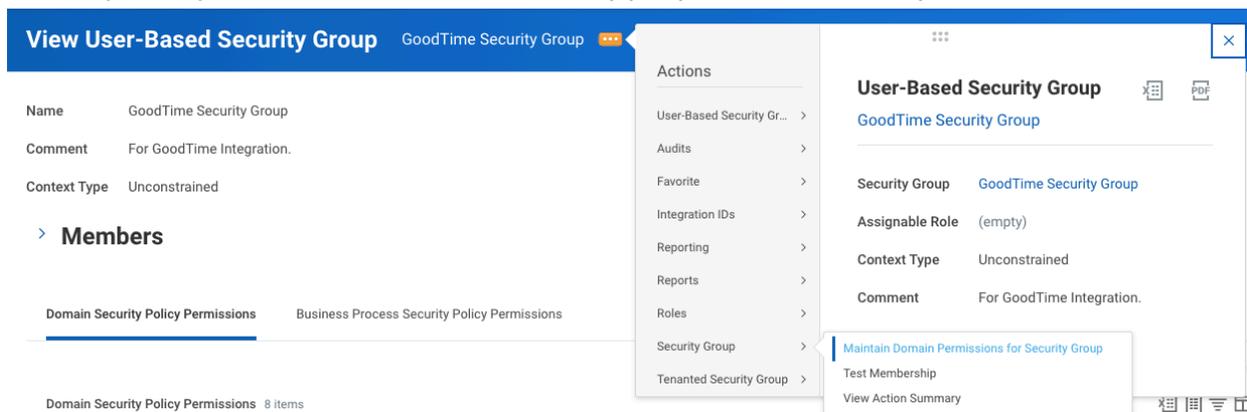


6. Select the Integration System User you created in Step 1, and click **OK**.
7. Click **Done**.

Note: You may receive an alert when you assign the Integration System User to the User-Based Security Group, but it can be bypassed.

4. Configure GET/PUT Domain Security Policy Permissions

In the newly created Security Group, you will need to edit the following Domain Security Policy Permissions and add the appropriate GET/PUT operations.



Operation	Domain Security Policy	Domain Security Policies Inheriting Permission	Functional Areas
GET and PUT	Candidate Data: Interview Schedule		Recruiting
GET Only	Candidate Data: Attachments		Recruiting
GET Only	Candidate Data: Job Application	Job Requisitions for Recruiting	Recruiting

GET Only	Job Requisition Data		Pre-Hire Process
GET Only	Job Requisitions for Recruiting		Recruiting
GET Only	Manage: Evergreen Requisitions		Recruiting
GET Only	Manage: Organization Integration		Organization and Roles
GET Only	Prospects	Prospect Sharing	Recruiting Succession Planning
GET Only	Questionnaire	Question Library Questionnaire Creation and Distribution	System
GET Only	Worker Data: All Positions		Staffing
GET Only	Worker Data: Public Worker Reports		Staffing
GET Only	Person Data: Public Work Email Address Integration		

5. Add the GoodTime Security Group to the Business Process Policy

Next, you will need to add the GoodTime Security Group (created in Step 2) to the Business Process Policy.

To do so:

1. Go to **Edit Business Process Security Policy**, select the **Interview** Business Process.
2. Under **Who Can Do Action Steps in the Business Process**, add the security group created previously (GoodTime Security Group) to the following action steps on the Business Process Policy:
 - Manage Interview Feedback
 - Schedule Interview
 - Schedule Interview Team
3. Go to **Edit Business Process Security Policy**, select the **Job Application** Business Process.
4. Under **Who Can Do Action Steps in the Business Process**, add the security group created previously (GoodTime Security Group) to the following action

steps on the Business Process Policy:

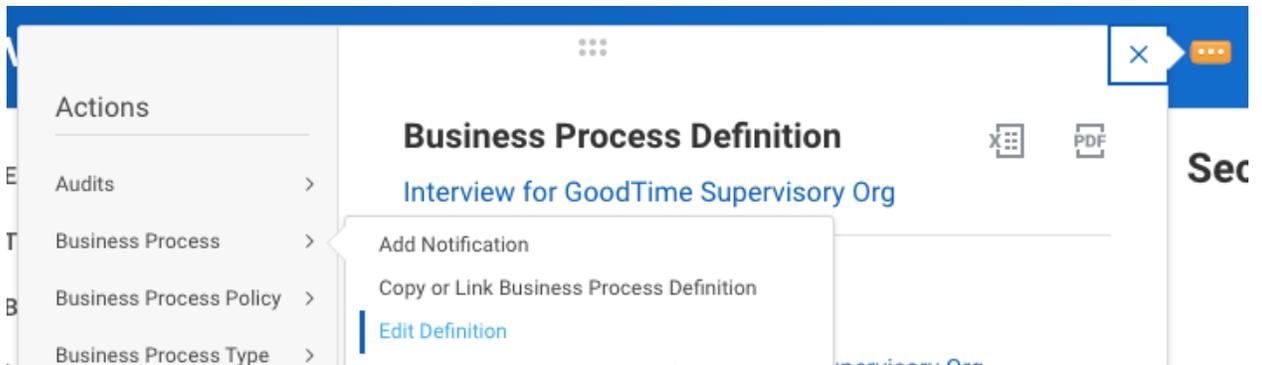
- Interview

5. To enable the updated security, **Activate Pending Security Policy Changes**.
Note: You will need to complete this step before you can add the GoodTime Security Group to the Interview Business Process Definition (Step 5).

6. Add GoodTime Security Group

Edit the **Interview** Business Process Definition, and add the GoodTime Security Group to the applicable steps that GoodTime should perform via web services. This step may depend on your **Interview** Business Process Definition, so the steps given below are an example.

1. Go to your Business Process Definition for **Interview** (search **bp: Interview**)
2. In the action (...) for the business process -> Business Process -> Edit Definition



3. OK.
4. Add the security group created in the previous step (GoodTime Security Group) to the **Group** column of the business process steps **Schedule Interview** and **Manage Interview Feedback**.

Business Process Steps	Notifications	Allowed Actions by Role	Allowed Services	Related Links	Available Rules & Fields	
Business Process Steps 4 items						
Specify	Optional	Group	Additional Information	All	Run As User	Due Date
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
<input checked="" type="checkbox"/> Schedule Interview	<input type="checkbox"/>	<input checked="" type="checkbox"/> GoodTime Security Group <input checked="" type="checkbox"/> Initiator		<input type="checkbox"/>		<input checked="" type="checkbox"/> 2 Days
<input checked="" type="checkbox"/> Manage Interview Feedback	<input type="checkbox"/>	<input checked="" type="checkbox"/> GoodTime Security Group <input checked="" type="checkbox"/> Recruiter	Group: Contingent Worker As Self(+1)	<input type="checkbox"/>		

5. OK.
6. Done.

7. Obtain the Web Service Endpoints and UI URL for Your Workday Tenant

As mentioned earlier, GoodTime will need access to the Workday Human Resources and Recruiting endpoints.

To find these endpoints:

1. Search in Workday for "Public Web Services"
2. Open the **Public Web Services** report.
3. Hover over the appropriate web services (i.e., **Human Resources** and **Recruiting**), and click the **⋮** menu.
4. Click **Web Service** > **View WSDL**.

Web Service	Documentation
Drive (Public)	Public Web Services for Drive
Dynamic Document Generation (Public)	Web service for creating, editing and retrieving objects related to Document Templates, such as Text Blocks and Text Block Categories.
External Integrations (Public)	The External Integrations Web Service provides an operation that informs external systems of Integration Events that have been triggered from within Workday. The WSDL for this service provides the structure that needs to be implemented by an external system to receive event "Launch" information.
Financial Aid (Public)	This web service is for the Financial Aid module
Financial Management (Public)	The Financial Management Web Service contains operations that expose Workday Financials data. It includes data relative to Accounts, Accounting, Business Plans, Financial Reporting, Tax, Financial Organizations, Basic Worktags, Related Worktags and more.
Human Resources (Public)	The Human Resources Web Service contains operations that expose Workday Human Capital Management Business Services data, including Employee, Contingent Worker and Organization information. This Web Service can be used for integration with enterprise systems including corporate directories, data analysis tools, email or other provisioning sub-systems, or any other systems needing Worker and/or Organization data.
Identity Management (Public)	The Identity Management Web Service contains operations that relate to Workday Identity and Access Management.
Integrations (Public)	This Web Service contains operations related to all Integrations within the Workday system.
Interview Feedback (Do Not Use) (Public)	Submits Interview Feedback for Interviewers on the Interview Schedule. Also, allows you to move a candidate to the next stage of the business process. This web service is being retired in a future release. These operations are available under the Recruiting (Public) web service.
Inventory (Public)	The Inventory Web Service contains operations that expose Workday Financials Inventory data.

5. Navigate to the bottom of the page that opens, and you will find the host (Look for **soapbind:address location=**).

```
<soapbind:fault name="Processing_Fault" use="literal"/>
</wsdl:fault>
<wsdl:fault name="Validation_Fault">
  <soapbind:fault name="Validation_Fault" use="literal"/>
</wsdl:fault>
</wsdl:operation>
</wsdl:binding>
<wsdl:service name="Human_ResourcesService">
  <wsdl:port name="Human_Resources" binding="wd-wsdl:human_resourcesbinding">
    <soapbind:address location="https://wd2-impl-services1.workday.com/ccx/service/goodtime_dpt1/Human_Resources/v39.0"/>
  </wsdl:port>
</wsdl:service>
</wsdl:definitions>
```

Endpoints differ from tenant to tenant, so be sure to provide GoodTime with endpoints for each environment you are testing in.

Here is a sample endpoint:

`https://services1.myworkday.com/ccx/service/[tenant name]/Recruiting/v36.2`

Getting the UI URL

GoodTime also needs the UI URL of your Workday Tenant. When you are logged into your Workday Tenant, you can copy and paste it from your browser's URL bar and send this to your Implementation Specialist.

8. Collect Application Stage/Step References

For every workflow step on the Job Application Business Policy whose possible next step is "interview," you will need to obtain job application stage/step reference IDs. You can create a custom report to find the applicable reference IDs.

To create a custom report:

1. Access the task **Create Custom Report**.
2. Enter a **Report Name**.
3. Set **Report Type** to **Advanced**.
4. Uncheck **Optimized for Performance**.
5. Set **Data Source** to **Business Process Definitions**.
6. Click **OK**.

Create Custom Report

Report Name * Job Application Step and Step IDs for Goo

Report Details

Report Type * Advanced

Temporary Report

Enable As Web Service

Data Source

Optimized for Performance
Alert: Clearing this check box enables you to select a non-indexed data source and non-indexed fields, which might cause your report to run slower.

Data Source * x Business Process Definitions ...

7. On the following page, click the **Columns** tab, and set the following:

Business Object	Field
Business Process Steps	Order
Business Process Steps	Workflow Step
Business Process Steps	Reference ID

Business Process Steps	Workflow Step Alternate Name
------------------------	------------------------------

Example:

> Additional Info

Columns Sort Filter Subfilter Prompts Output Share Advanced

6 items

	Order	*Business Object	Field	Column Heading Override	Column Heading Override XML Alias	Format
		Business Process Steps	Order		Order	
		Business Process Steps	Workflow Step		Workflow_Step	
		Business Process Steps	Reference ID		referenceID	
		Business Process Steps	Workflow Step Alternate Name		Workflow_Step_Alternate_Name	

OK Cancel



- Click the **Filter** tab, and under the **Filter on Instances** section, add the following condition:

And/Or	Field	Operator	Comparison Type	Comparison Value
And	Business Process Type	In the selection list	Value specified in the filter	Job Application

Example:

> Additional Info

Columns Sort Filter Subfilter Prompts Output Share Advanced

Filter on Instances

Filter conditions for filtering on instances 1 item

And/Or	(*Field	*Operator	Comparison Type	Comparison Value
And	(Business Process Type	in the selection list	Value specified in this filter	Job Application

Condition as Text (empty)

Filter on Aggregations

Filter condition for filtering on aggregated values 0 items

	Order	And/Or	(*Aggregation Function	Field	*Operator	Com
No Data							

OK Cancel

9. Click the **Subfilter** tab, and click **Add**.
10. Set **Business Object** to **Business Process Steps**.
11. Set the following condition:

And/Or	Field	Operator	Comparison Type	Comparison Value
And	Workflow Step	In the selection list	Value specified in this filter	Type "Action Interview," and select all (To quickly select all, CMD + a then Enter)

Example:

> Additional Info

Columns Sort Filter **Subfilter** Prompts Output Share Advanced

Sub Level Filter

Business Object × Business Process Steps

1 item

And/Or	(*Field	*Operator	Comparison Type	Comparison Value
And	(× Workflow Step	× in the selection list	× Value specified in this filter	× Job Application (Default Definition) step a - Action Interview from Assessment × Job Application for Global Modern Services × Job Application for Global Modern Services step e - Action Interview from Review

OK Cancel

12. Click **OK**, and then **Run** your report. The second column in the report should contain the Reference IDs.

W Search 15 144

Job Application Step and Step IDs v2.0 Actions

12 Items

Business Process Steps		
Workflow Step	Reference ID	Workflow Step Alternate Name
Job Application (Default Definition) step a - Action Interview from Assessment	RECRUITING_DEFAULT_DEFINITION_STEP_A_ASSESSMENT_ACTION	Schedule Interview
Job Application (Default Definition) step a - Action Interview from Interview	RECRUITING_DEFAULT_DEFINITION_STEP_A_INTERVIEW_ACTION	Schedule More Interviews
Job Application (Default Definition) step d - Action Interview from Review	RECRUITING_DEFAULT_DEFINITION_STEP_C_REVIEW_ACTION	Schedule Interviews
Job Application (Default Definition) step d - Action Interview from Screen	RECRUITING_DEFAULT_DEFINITION_STEP_B_SCREEN_ACTION	Schedule Interviews

Provide GoodTime with the Integration System User username, password, web service endpoints, and interview step reference IDs. This information is needed to access the correct Workday API endpoints and secure job stage data.

Note: You will want to provide these credentials for your test and production tenants.

9. Setup Notifications to Recruiters with an Open in GoodTime URL

When a candidate enters the interview step, Workday can automatically send a notification to the recruiters with a URL to open the candidate in GoodTime. Depending on the Workday notification configuration, the notification can also be emailed to the recruiters.

1. Create a calculated field for the first part of the URL
 - Field Name: CF TC GoodTime URL Base
 - Business Object: Job Application
 - Function: Text Constant
 - Text Constant:
<https://a.goodtime.io/dashboard?atsType=workday&candidateId=>
2. Create a calculated field for the later part of the URL
 - Field Name: CF TC GoodTime Application Param
 - Business Object: Job Application
 - Function: Text Constant
 - Text Constant: **&applicationId=**
3. Create a calculated field to generate the combined URL
 - Field Name: CF CT GoodTime Open URL
 - Business Object: Job Application
 - Function: Concatenate Text
 - Calculation

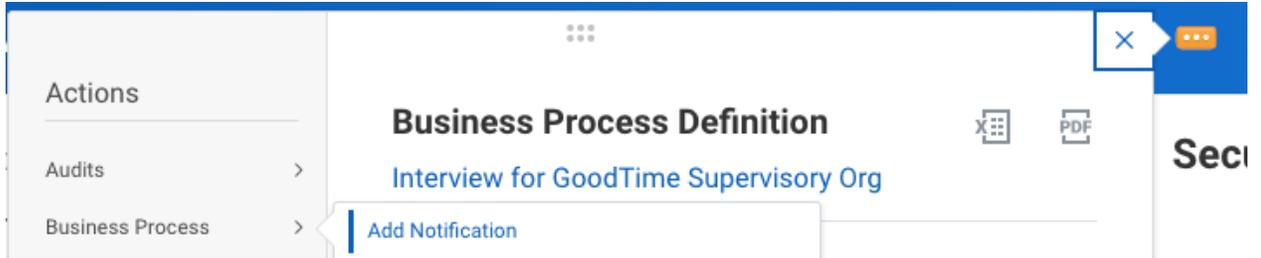
Calculation Additional Info Where Used

Concatenates a series of text fields together.

4 items

	Order	*Field
⊕ ⊖	▼ ▼	× CF TC GoodTime URL Base ... T
⊕ ⊖	▲ ▼	× Candidate ID ... T
⊕ ⊖	▲ ▼	× CF TC GoodTime Application Param ... T
⊕ ⊖	▲ ▲	× Reference ID ... T

4. In the **Interview** Business Process Definition, action (...) -> Business Process -> Add Notification -> Create Workflow Notification

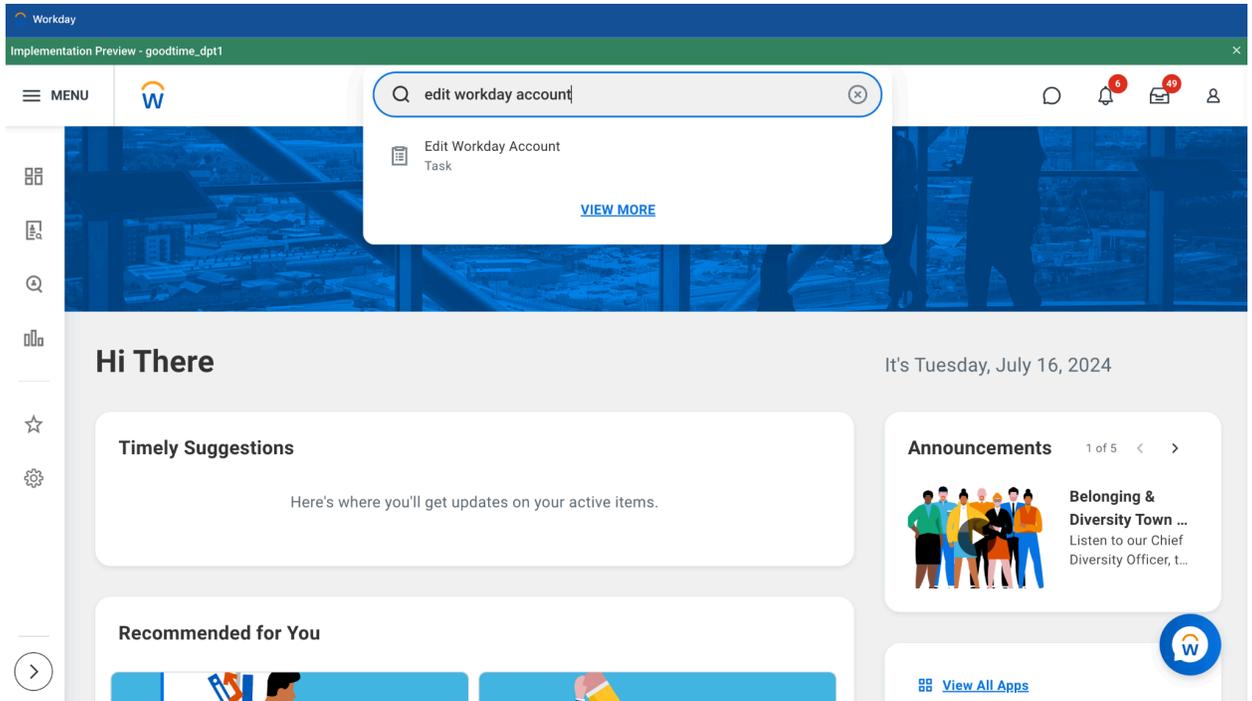


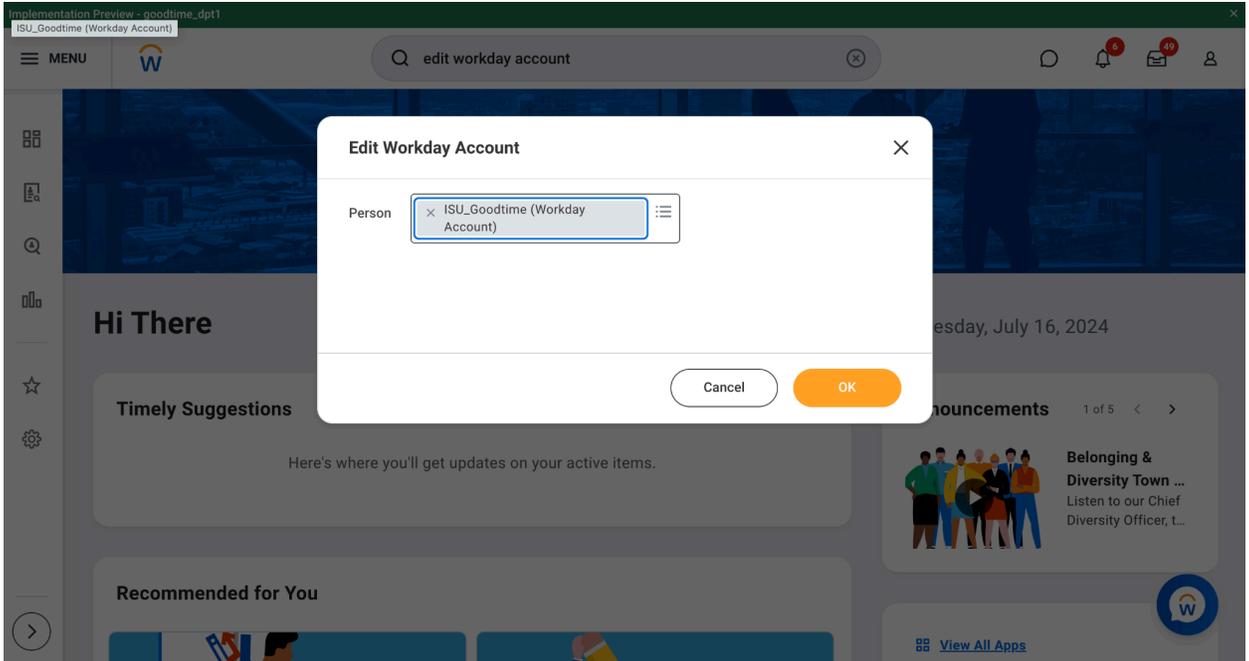
5. OK.
6. Fill in the appropriate fields
 - Triggers: On Entry - Interview
 - Recipients: Primary Recruiters
 - Body: Field - CF CT GoodTime Open URL
7. OK.

10. [Recommended] Setting up OAuth2.0

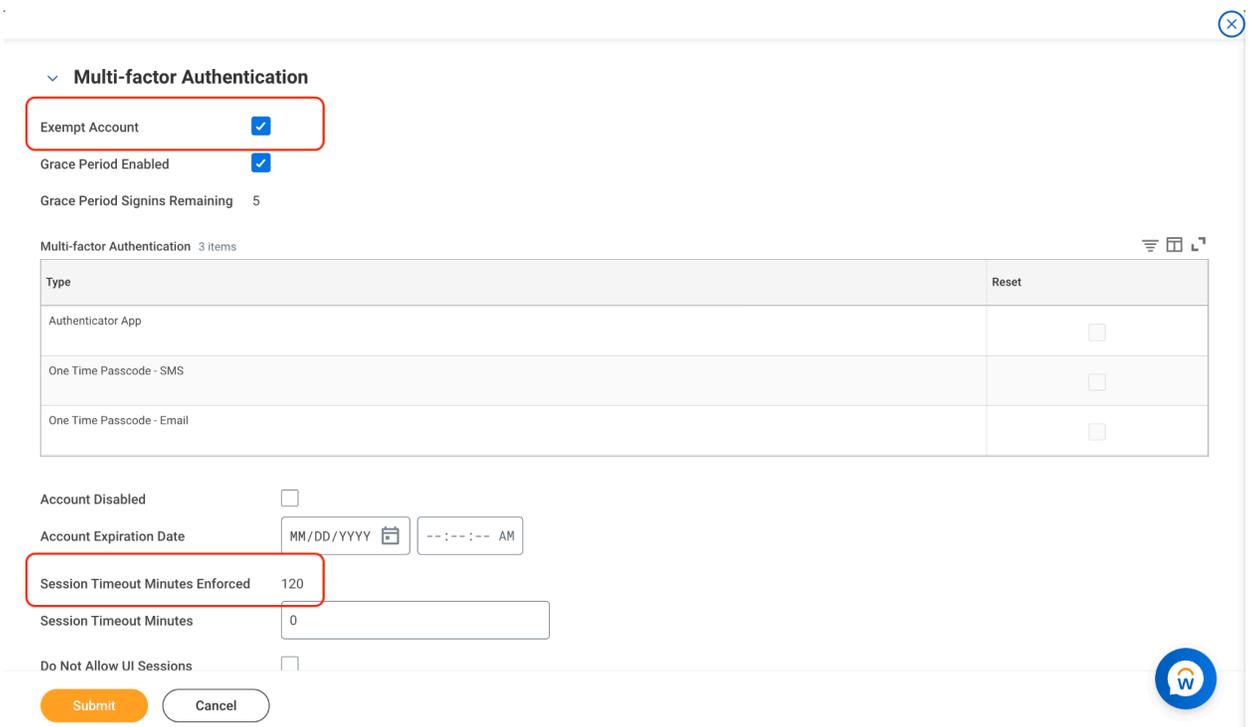
Complete these steps to use OAuth2.0 to grant access to GoodTime.

1. Start task "Edit Workday Account", choose the account "ISU_Goodtime"

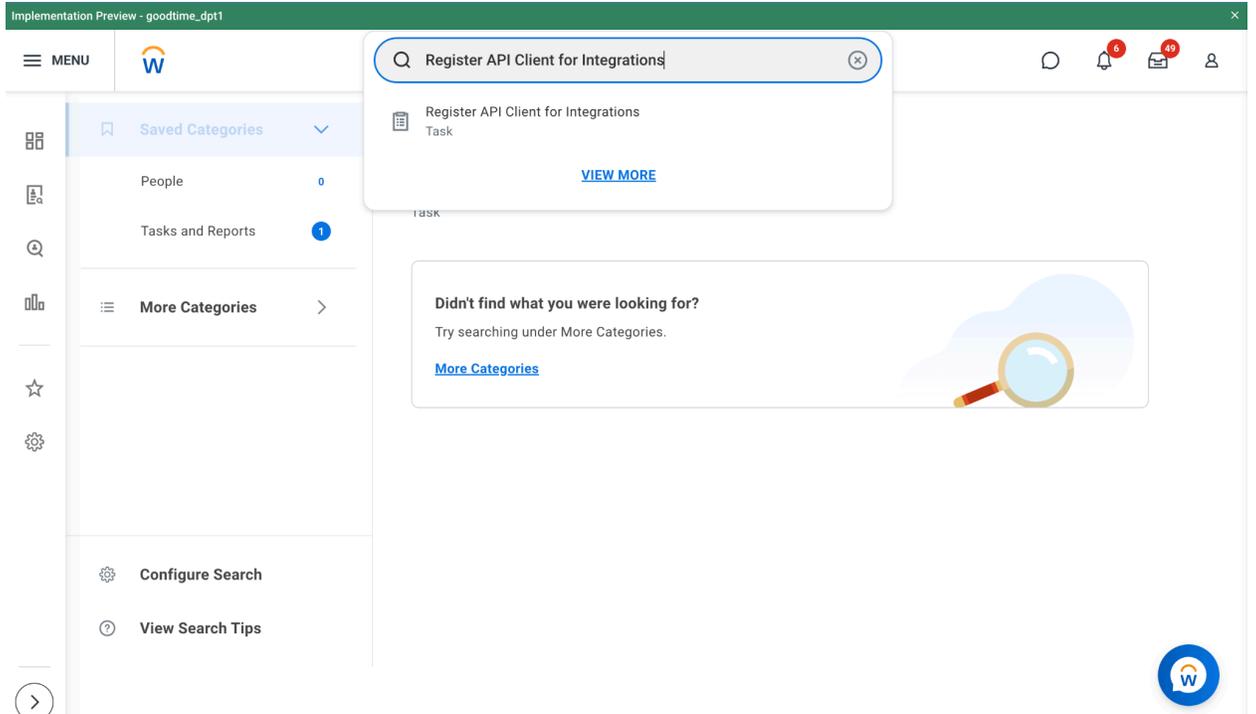




2. Scroll down to "Multi-factor Authentication", check "Exempt Account" box, and take note of "Session Timeout Minutes Enforced" value, click "Submit" to save.



3. Start task "Register API Client for Integrations"



4. Make sure these values are filled:
 - a. Name: **GoodTime API Client for integration**
 - b. Non-Expiring Refresh Tokens: **Yes**
 - c. Disabled: **No**
 - d. Scope (Functional Areas): *[See screenshot below]*
 - e. Include Workday Owned Scope: **No**
 - f. Restricted to IP Ranges: (Optional)

Register API Client for Integrations ✕

Client Name *

Refresh Token Timeout (in days) 0

Non-Expiring Refresh Tokens *

Disabled

Scope (Functional Areas) *

- ✕ Contact Information ...
- ✕ Organizations and Roles ...
- ✕ Pre-Hire Process ...
- ✕ Recruiting ...
- ✕ Staffing ...
- ✕ System ...**
- ✕ Talent Pipeline ...

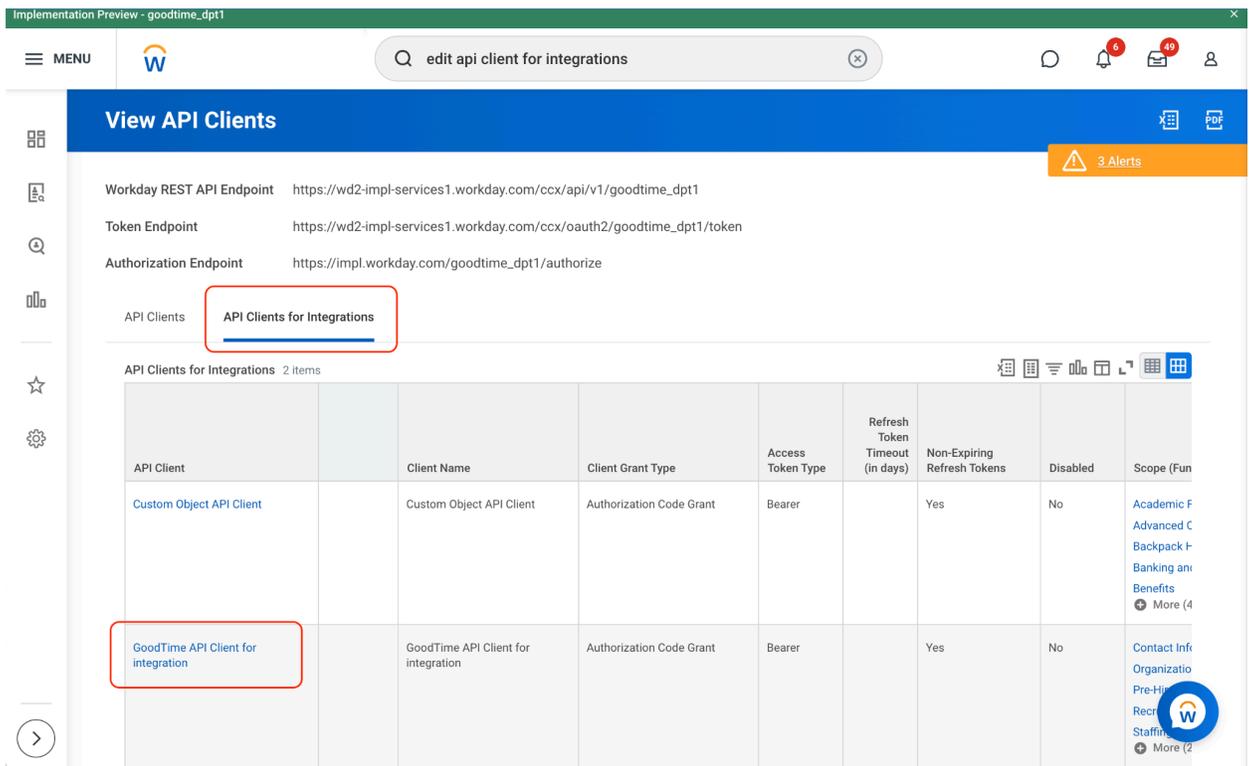
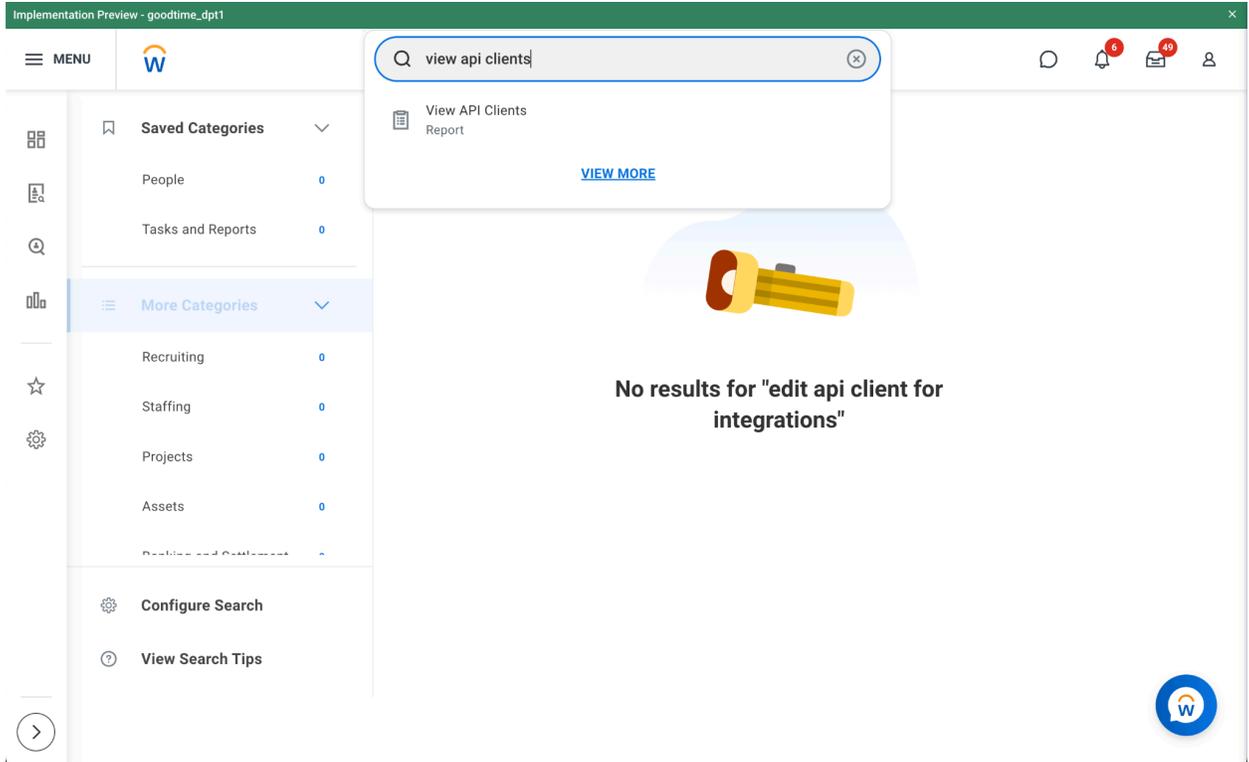
[LESS \(2\)](#)

Include Workday Owned Scope

Locked Out due to Excessive Failed Signon Attempts

Restricted to IP Ranges

5. Click "OK" and copy down the Client ID and Client Secret values, you will need these later.
6. Start task "View API Clients", choose the "GoodTime API Client for Integration"



7. Click "GoodTime API Client for Integration", copy down the Client ID value if you have not already done so.

View API Client GoodTime API Client for integration

Client Name	GoodTime API Client for integration
Client Grant Type	Authorization Code Grant
Access Token Type	Bearer
Refresh Token Timeout (in days)	
Non-Expiring Refresh Tokens	Yes
Disabled	No
Scope (Functional Areas)	Contact Information Organizations and Roles Pre-Hire Process Recruiting Staffing More (2)
Include Workday Owned Scope	No
Locked Out due to Excessive Failed Signon Attempts	No
Restricted to IP Ranges	(empty)
Client ID	NDVKNzYxYTQZjkhkZi00YzIzLTk... [REDACTED]
Refresh Tokens	2

8. Then click "..." on top → API Client → Manage Refresh Tokens for Integrations

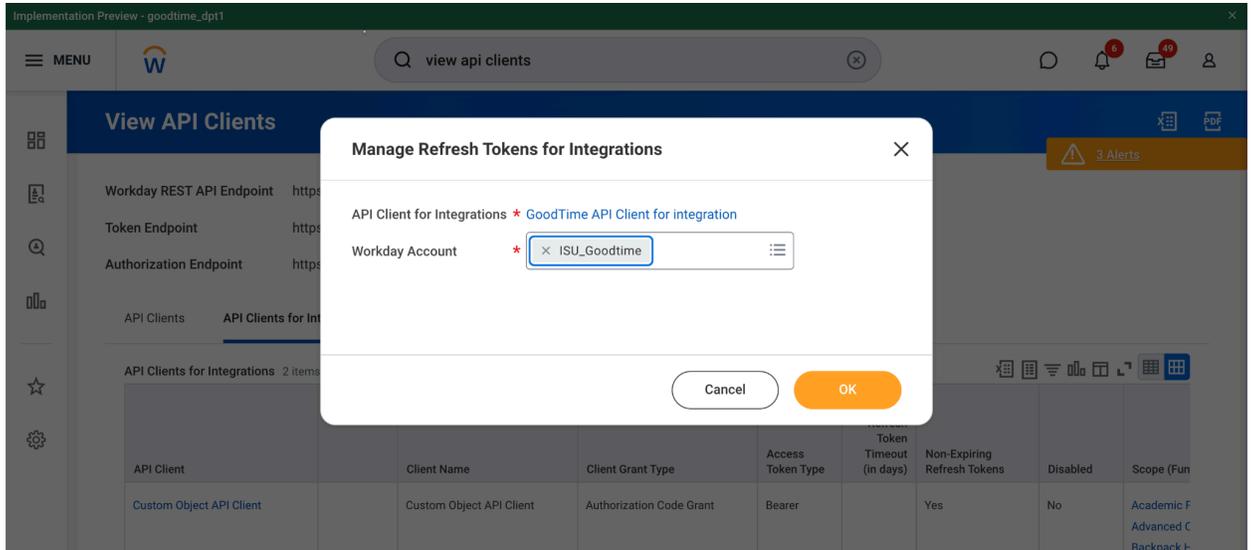
View API Client GoodTime API Client for integration

Client Name	GoodTime API Client for integration
Client Grant Type	Authorization Code Grant
Access Token Type	Bearer
Refresh Token Timeout (in days)	
Non-Expiring Refresh Tokens	Yes
Disabled	No
Scope (Functional Areas)	Contact Information Organizations and Roles Pre-Hire Process Recruiting Staffing More (2)

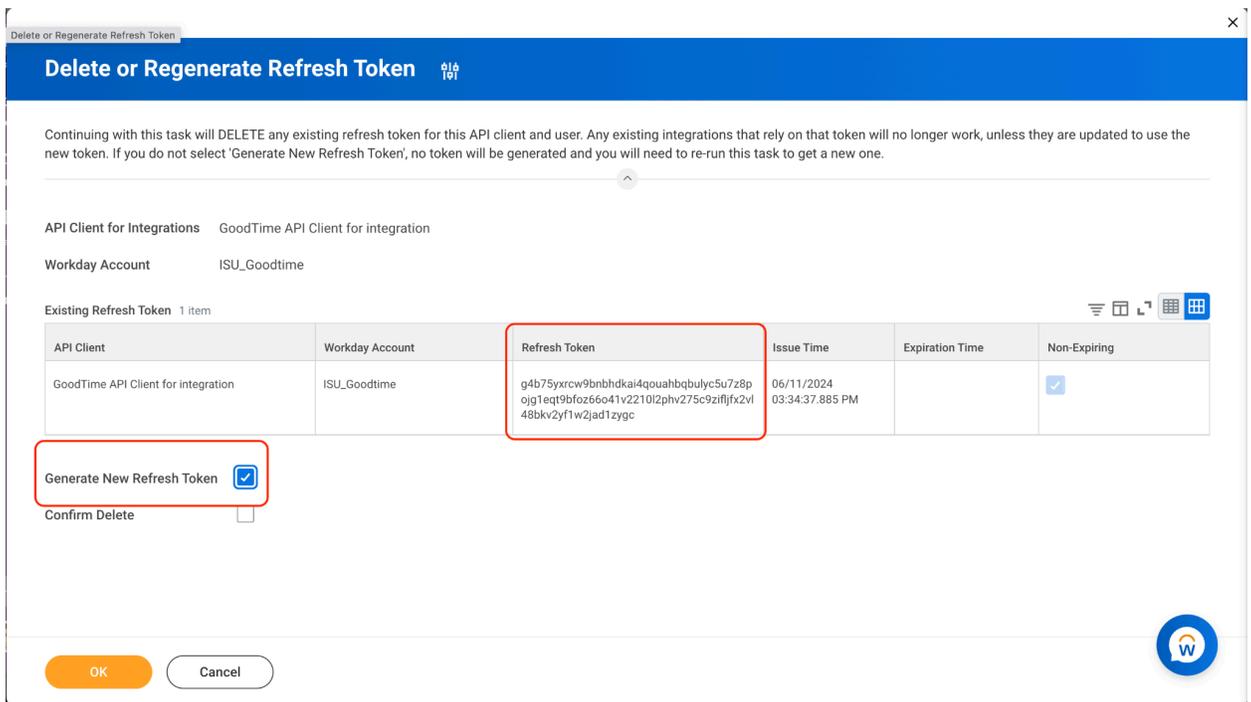
- API Client
- Audits
- Favorite
- Integration IDs
- View API Clients

- Edit API Client for Integrations
- Generate New Client Secret
- Manage Refresh Tokens for Integrations**

9. Workday Account: "ISU_Goodtime", then click "OK"



10. In “Delete or Regenerate Refresh Token”, check “Generate New Refresh Token”, click “OK and copy down the value of the resulting Refresh Token



11. At this point you should have copied 4 values:

- a. Client ID
- b. Client Secret
- c. Refresh Token
- d. Session Timeout Minutes Enforced

12. Enter the values into GoodTime corresponding to each heading (Client ID, Client Secret...etc). Your Workday Admin should have your Tenant ID. Remember to hit “Save” when finished.

Navigation: DASHBOARD BULK SCHEDULING TRAINING AUTOMATION SUPERDAYS MEET INSIGHTS SETTINGS

My Account

Company Settings Save

Company

Scheduling Templates >

Portal Settings >

Communication Templates >

Interview Settings

Automations

Candidate Surveys

Forms >

Jobs

Team

Rooms

Tag Manager >

Brand Themes

Bulk Upload

Early Access New

API Access

SSO

ATS Type
Workday

Do you need help migrating to another ATS? Please check here about our integration support.

Tip! Use your company username, password, and the tenant name (tenant ID) of the Workday server you want to connect to

Integration Option: OAuth 2.0

Client ID: [Redacted]

Client Secret: [Redacted]

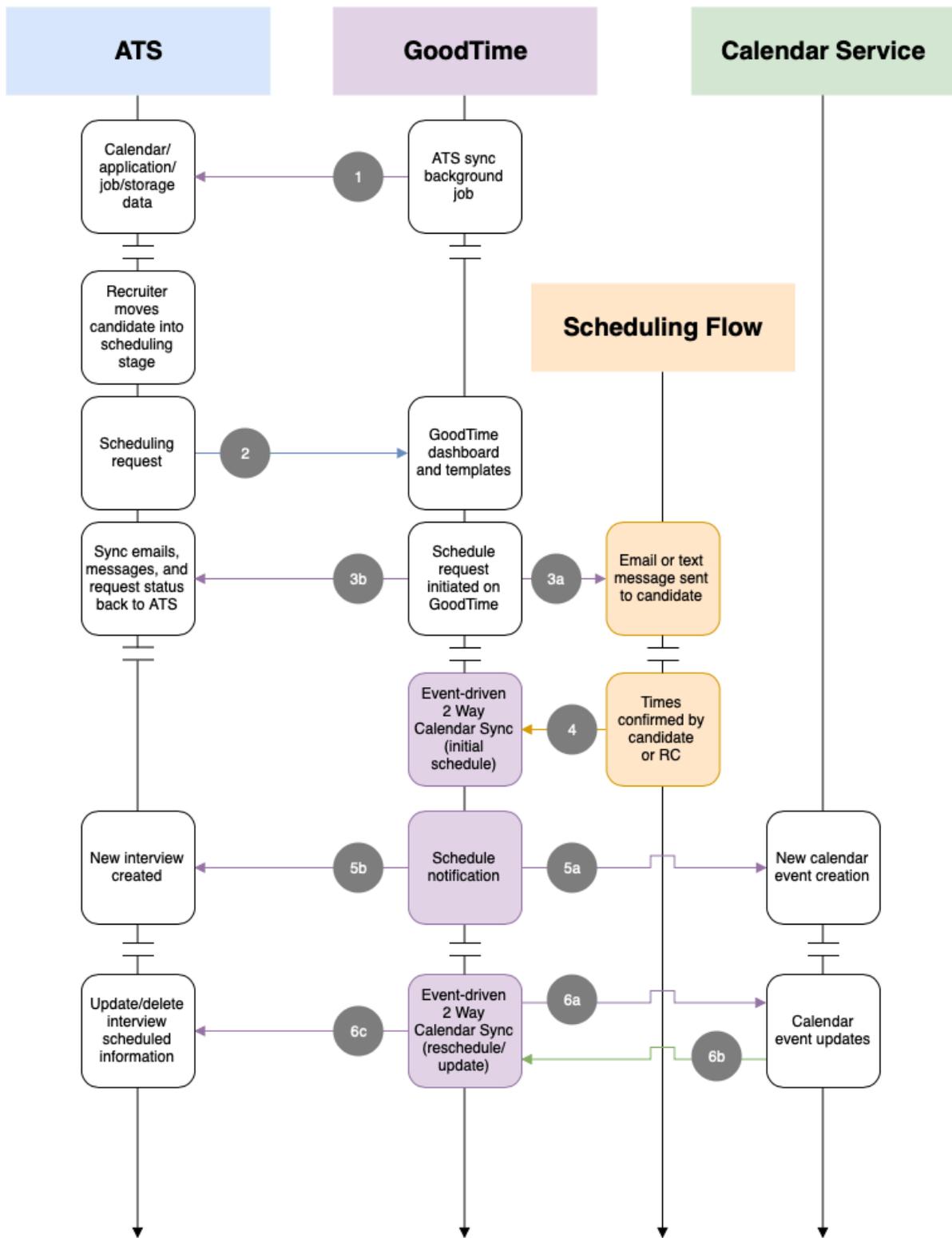
Refresh Token: [Redacted]

Session Timeout Minutes Enforced: [Redacted]

Tenant ID: [Redacted]

Chat

Data Flow



The following sections outline how data flows through Workday, GoodTime, and Calendar Services. For a detailed explanation of the above flow chart, read the section that applies to each step in the flow.

Step 1: Workday Syncs Background Job

A cron job running on GoodTime servers calls Workday API to keep active candidates, jobs/stages, and interviewers in sync between Workday and GoodTime.

Action	Type	Description
Candidate Sync	Sync	The GoodTime cron job will periodically hit the Workday API to keep active candidate data synced between Workday and GoodTime.
Job (Requisition) Sync	Sync	The GoodTime cron job will periodically hit the Workday API to keep active jobs data synced between Workday and GoodTime.
Interviewer Sync	Sync	The GoodTime cron job will periodically hit the Workday API to keep interviewer IDs synced between Workday and GoodTime.

Step 2: Scheduling Request Initiated from Workday

A user-triggered scheduling request from within the Workday UI initiates a scheduling action.

Action	Type	Description
Scheduling Request	System Action	A Scheduling request triggered from the Workday UI creates a task

		communication (such as a Jira ticket or an email) with a link that redirects the user to GoodTime. For more information on link creation formatting, read the "URL Structure" section.
--	--	--

URL Structure

Opening a GoodTime link in a web browser requires the following URL structure:

`https://a.goodtime.io/dashboard?atsType=workday&candidateId=<CANDIDATE_ID>&applicationId=<APPLICATION_ID>`

Note: <CANDIDATE_ID> and <APPLICATION_ID> should be replaced with the respective candidate and application IDs.

Tip: See **8. Setup Notifications to Recruiters with an Open in GoodTime URL (Optional)** above

Step 3a: Scheduling Request Sent to Candidate

Note: This step does not require integration.

The user creates an interview scheduling request and sends it to the candidate. The request delivery method can be email or text message.

The candidate receives an availability request with a unique interview link that allows them to schedule an interview time.

Step 3b: Scheduling Request Status Syncs to Workday

When the user sends the request availability link to the candidate, a notification is sent from GoodTime to Workday, updating the status of the interview request from "pending" to "request sent."

Action	Type	Description
Sync Request Status	Event Triggered	A scheduling request is sent by the recruiter or RC from the GoodTime platform. GoodTime sends updates to Workday, including data

		such as interview start/end times and applicable interviewers.
--	--	--

Step 4: Candidate Confirms Interview

After the request availability link is sent to the candidate, the candidate shares their availability with the recruiting team using a mobile-friendly web application page. Availability is sent back to the GoodTime platform which triggers the syncing described in the next step (Step 5).

Action	Type	Description
Candidate Availability Submitted	Event Triggered	The candidate uses the GoodTime UI to submit their availability. Availability dates and times are captured, triggering the 2 Way Calendar Sync (Steps 5a and 5b).
Talent Team Availability Review	Event Triggered	If a "review required" workflow is selected prior to sending out request availability (Step 2), the talent team will have the option to review availability submitted by the candidate. This will happen prior to sending the 2 Way Calendar Sync (Steps 5a and 5b).

Steps 5a and 5b: Scheduling Notifications Trigger 2 Way Calendar Sync

After the talent team sends an availability request, the candidate confirms available times and triggers the 2 Way Calendar Sync, a GoodTime service which keeps interview data synced between Workday and the calendar service.

Action	Type	Description
New Calendar Event Creation in Calendar Service	Event Triggered	GoodTime creates a new calendar event in the calendar service with various pieces of information, including—but not limited to—the candidate profile link. Workday must provide the API to access the candidate profile link.
Interview Object Created in Workday	Event Triggered	The GoodTime 2 Way Calendar Sync pushes information into Workday and the calendar service, including job/requisition, stage, candidate, interviewers, and interview date and time.

Steps 6a, 6b, and 6c: User Updates Trigger 2 Way Calendar Sync

The GoodTime 2 Way Calendar Sync service keeps candidate, interviewer, and interview data synced between Workday and the calendar service. Updates that are triggered in GoodTime or the calendar service will be synced via the 2 Way Calendar Sync, keeping Workday, Calendar Service, and GoodTime up to date.

Action	Type	Description
Reschedule or Interview Updates from GoodTime	Event Triggered	Interview updates from GoodTime are pushed to both Workday and Calendar Services (shown in the diagram in Step 6a and 6c). Syncing specific interview data between GoodTime and Workday can be maintained by sharing interview object IDs.
Reschedule or Interview	Event Triggered	The GoodTime 2 Way

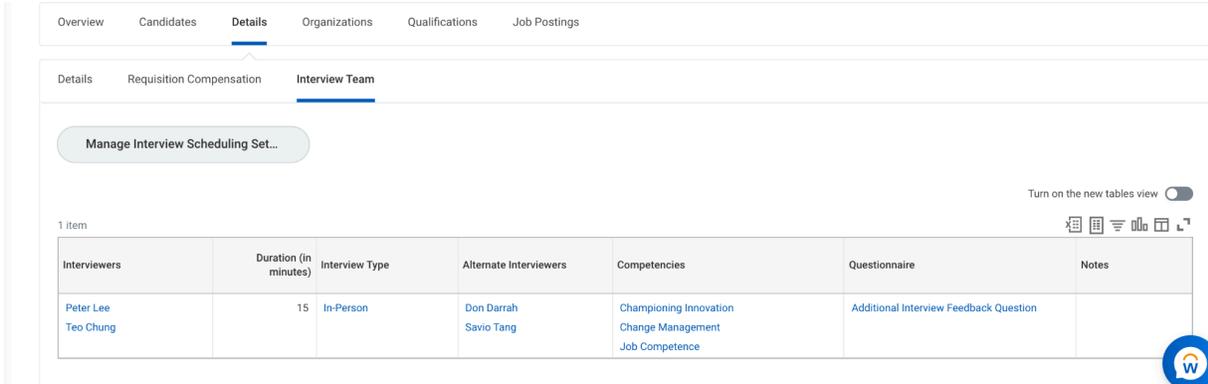
<p>Updates from Calendar Service</p>		<p>Calendar Sync looks for changes in the calendar services. When it detects changes (Step 6b), notifications from the calendar service cause the system to resolve any differences and update GoodTime. Changes are also pushed to Workday (Step 6c).</p>
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Advanced Integration Features

Note: As of Q1 2022, these features are on a limited beta availability. Please contact your CSM if your team is interested in these features.

Import of Interview Team from Workday into GoodTime

For each Job Requisition in Workday, Talent Acquisition team members can set up an Interview Team. (In Workday, on the Job Requisition’s page, scroll down to the “Details” tab and “Interview Team” sub-tab.



If the Interview Team is set up properly and GoodTime has enabled this Advanced Integration, the option to “Import From Workday” will be available within the scheduling flow in GoodTime:

If you do not have any templates previously linked, the screen will show this:

The screenshot displays a recruitment software interface. On the left, a sidebar titled "Interviews" shows a filter for "All Active Status" and a candidate profile for "Candy Date" (saviodeveloper@gmail.com). The main area shows a table with 0 interviews. A modal window titled "Interview Details" is open, showing "APPLICATIONS IMPORTED FROM ATS" for the role "Cloud Engineer". It includes a "Priority" dropdown set to "None" and buttons for "None", "High", and "VIP". Below this, the "Add Panel Events" section contains a message: "There isn't an interview template linked to this job. Here you can use an existing template and create an Interview Panel from scratch." Three buttons are visible: "Create", "Select Template" (highlighted with a red box), and "Import from Workday".

You have the extra option of "Import from Workday"

If you have previously linked other template(s) to this Job and Stage, you will find the same option under a drop-down menu:

Close Continue >

Multi-day Interview Scheduling ☐
 Turn on to schedule interviews over multiple days.

Cloud Engineer (Tags) - Demo Template + Global Room

Cloud Engineer (Tags) - Demo Template \$ #

Cloud Engineer - Phone Screen +

[Change Template](#) +

[Create New Template](#) +

[Import from Workday](#) + view

Any 45 Min x Baymax Hamada x Terence Richardson +

Fourth 15 Min Interviewers for: Break - \$Candidate.FirstName for \$... +

Any 45 Min x Engineering x Workday +

Any 45 Min x Peter Lee +

[+ Add Another](#)

[⌵ Advanced Settings](#)

Please note:

- The Interviewers from Workday will be imported into GoodTime as an Interview Template.
- The interview events are imported in order, but can be re-ordered in GoodTime.
- Multiple main interviewers imported from Workday are imported into GoodTime with an "AND" relationship.
- Interview duration is also imported.
- Alternate interviewers are imported into GoodTime with an "OR" relationship.
- Interview Questionnaires list is also imported.
- Interviewers who are actually scheduled will be synced back to Workday

Workday Questionnaires Support

Questionnaires can be set up inside Workday, please note that GoodTime will only recognize the Interview Type of Questionnaire in Workday (Workday supports multiple other types).

In the Confirmation step of the GoodTime scheduling workflow, the imported list of Interview Questionnaires will be displayed in a drop-down list. A Recruiting Coordinator will be able to confirm which questionnaires are to be used for each interview session.

Confirm Interview for Meredith Grey Hold Schedule Now

Interviewer Event Description
Description
Please connect with **Meredith Grey** for the **Cloud Engineer** role.
Use this **Interview.Zoom.Link**, and here are the candidates contact details.
+1 4099330069
meredithgreygt@gmail.com
If you have any questions please to reach out to **Savio** at **savio@goodtimedemo.com**

Hiring Team
Recruiter
Jasper Sone
jasper@goodtimedemo.com
Coordinator
Savio

Interview Schedule

Interviews	Feedback Forms
10:00 AM Technical Interview - Meredith for Cloud Engineer John Bartsch	Select a Form Interview Questionnaires Additional Interview Feedback Question Extra Interview Questions for Test
10:45 AM Core Values Interview - Meredith for Cloud Engineer Jasper Sone Mo Marte	Select a Form
11:30 AM Exec Interview - Meredith for Cloud Engineer Peter Lee	Select a Form
12:15 PM Break - Meredith for Cloud Engineer	Select a Form
12:30 PM Team Interview - Meredith for Cloud Engineer Don Darrah	Select a Form
1:15 PM Code Challenge Interview - Meredith for Cloud Engin... Baymax Hamada	Select a Form

Itinerary is always shared with the interviewers. Share Edit Print

Share itinerary with candidate. Share Edit Print

After an interview has been scheduled in GoodTime, the details are synced back to Workday. The names of Questionnaires (names only, not the contents) chosen will also be synced back to Workday:

Inbox

- Actions** Archive
- Viewing: All Sort By: Newest
- First Round Interview: Mac Miller - R-00194 Cloud Engineer 9 minute(s) ago - Due 04/14/2023
- Additional Interviews: Candy Date - R-00194 Cloud Engineer** 15 minute(s) ago
- Additional Interviews: Candy Date - R-00194 Cloud Engineer 15 minute(s) ago
- Additional Interviews: Meredith Grey - R-00194 Cloud Engineer 2 day(s) ago
- Third Round Interview: Bob Ross - R-00194 Cloud Engineer 15 day(s) ago
- Third Round Interview: Bob Ross - R-00194 Cloud Engineer 15 day(s) ago
- Background Check for Job Application: Candidate Youwant - R-00194 Cloud Engineer (Open) 1 month(s) ago
- First Round Interview: George Linden - R-00194 Cloud Engineer

Manage Interview Feedback

 Candy Date - R-00194 Cloud Engineer

15 minute(s) ago

saviodeveloper@gmail.com

Interview Schedule

Reschedule Interview

Cancel Interview

Interview: Candy Date - R-00194 Cloud Engineer 04/14/2023 2 items

Interviewers	Start Time	End Time	Location	Interview Type	Competencies	Questionnaires
Savio Tang	04/14/2023 11:00 AM	04/14/2023 11:45 AM			Change Management Job Competence	Additional Candidate Questions (BP)
Teo Chung	04/14/2023 11:45 AM	04/14/2023 12:30 PM			Change Management Job Competence	Additional Interview Feedback Questionnaire

Time Zone

Submit Cancel

