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Bulk Scheduling
via the Job View feature

(a step-by-step guide)

1 Navigate to https://a.goodtime.io/dashboard

2

Click "AUTOMATION"

3 Click "Job View"

DASHBOARD JOB PIPELINE *TRIAL* AGENTS BULK SCHEDULING TRAINING *15* AUTOMATION SUPERDAYS MEET⤴

Automation

- Candidate Inbox
- Job View
- Automated Workflows
- Scheduling Links

Search by candidate name or email   Dallas Frazer ✕

Rhaenyra Targaryen 🇺🇸   05/02/25 >
Hi Rhaenyra, We're looking forward to chatting with you about your experience! Don't forget to schedule your interview here: https://request-availability...

Robert Parr 🇨🇦   04/22/25 >
Hi Robert, this is Helen Kim from GoodTime Demo.

Lirik Waydong 🇰🇷   04/16/25 >
Hi Lirik, We're looking forward to chatting with you about your experience! Don't forget to schedule your interview here: https://request-availability.good...

1   100 / page ⌄

4 Click the "Search by job name or job ID" field.

5 Search for the specific job you are looking to schedule for.

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6 Click the carrot icon to search through your selected job to seethe list of candidates associated with each stage.

Automation

- Candidate Inbox
- **Job View**
- Automated Workflows
- Scheduling Links

| 🔍 DFD | ⊗ | | 🔍 Dallas Frazer ✕ | | All Status ⌄ |

Last Greenhouse Sync Ran:
7 minutes ago

☐ ▸ ☆	**Business Accounts Manager [DFD]** Job ID: 1755692	30 Candidates	📱 Smart Fix	⟳ Sync Job
☐ ▸ ☆	**Customer Success Manager [DFD]** Job ID: 2369061	19 Candidates	📱 Smart Fix	⟳ Sync Job
☐ ▾ ☆	**Customer Success Manager – Japan [DFD]** Job ID: 2576592	6 Candidates	📱 Smart Fix	⟳ Sync Job
☐ ▸	Preliminary Phone Screen	3 Candidates		
☐ ▸	Face to Face	3 Candidates		
☐ ▸ ☆	**Full Stack Engineer [DFD]** Job ID: 2482132	2 Candidates	📱 Smart Fix	⟳ Sync Job

‹ 1 › 20 / page ⌄

Your SMS/WhatsApp Usage

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7 If a Candidate has already been scheduled in GoodTime their active interview status for this role will show here.
You will likely want to select candidates in the 'Not Scheduled' category.

Automation

Candidate Inbox
Job View
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🔍 DFD ⊗   👤 Dallas Frazer ✕   All Status ⌄

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7 minutes ago

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Job ID: 2369061

☐ ▾ ⭐ **Customer Success Manager – Japan**   6 Candidates   📱 Smart Fix   🔄 Sync Job
[DFD]
Job ID: 2576592

  ☐ ▾ Preliminary Phone Screen   3 Candidates

    ☐ 👤 Janice Ramirez ✂   ✔ Completed   08/24/24   Hi Janice, just a reminder for you to use this link to s...

    ☐ 👤 Meilin Lee ⚠   ⊗ Canceled   11/06/23   Hi Meilin, just a reminder for you to use this link to ...

    ☐ 👤 Priya Mangal ⚠   ● Pending Candidate Response

  ☐ ▸ Face to Face   3 Candidates

☐ ▸ ⭐ **Full Stack Engineer [DFD]**   2 Candidates   📱 Smart Fix   🔄 Sync Job
Job ID: 2482132

‹ 1 ›   20 / page ⌄

8 If you select multiple candidates you schedule them in bulk by select the "Send Bulk Message" button in the top right.

DASHBOARD   JOB PIPELINE ^TRIAL   AGENTS   BULK SCHEDULING   TRAINING ^15   AUTOMATION   SUPERDAYS   MEET ↗   ≡

Automation

3 Candidates Selected   Bulk Cancel   Send Bulk Message

🔍 DFD ⊗   👤 Dallas Frazer ✕   All Status ⌄

- 🖥 Candidate Inbox
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‹ 1 ›   20 / page ⌄

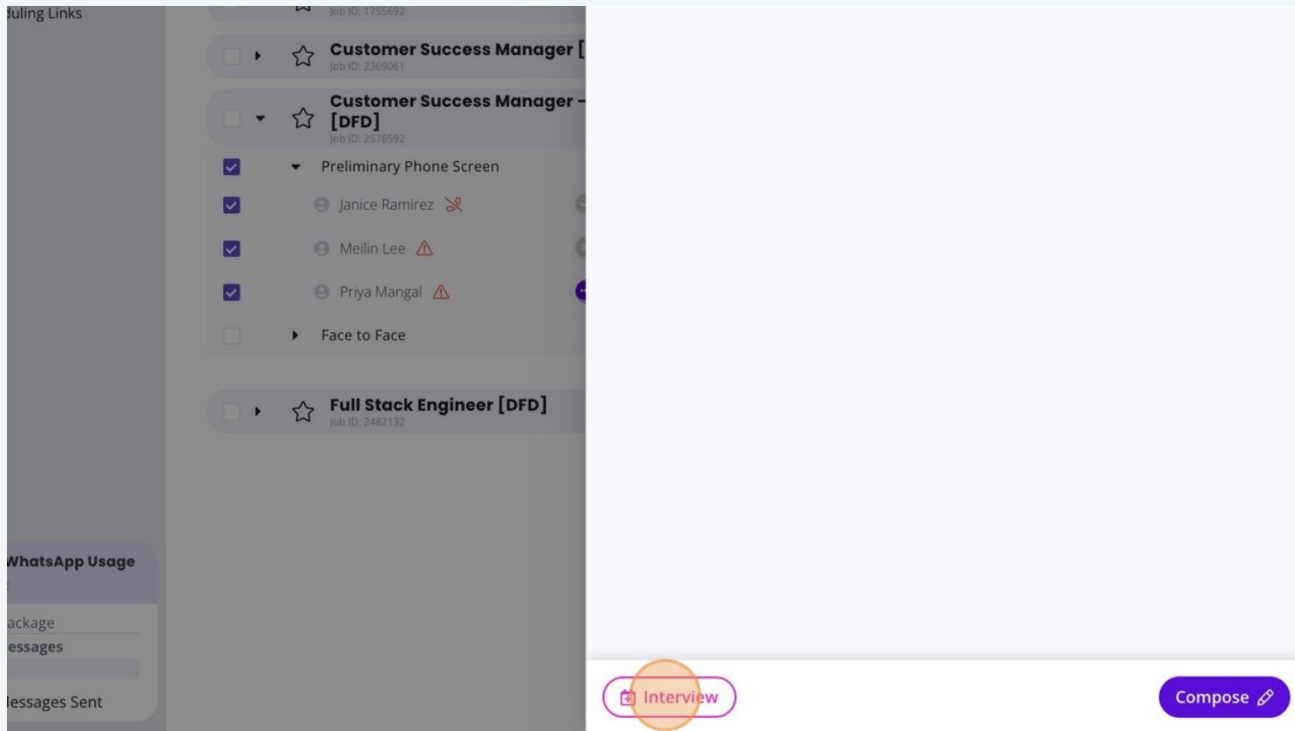**9** You can send a bulk invitation request by SMS or WhatsApp (if set up in your account) or you can always use the "EMAIL" option

10 If you want to send a one-off bulk message you can click "Compose"
If you want to send an invite booking link click "Interview"

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11 If you do not have an existing template in place click "Create New" (the template you create here will be linked to this job and stage so ensure these are accurately listed also).

12 We recommend using a clear naming convention to show that this template was created to be used via your Bulk Schedule process. You can update the template name in the "Template name" field.
NOTE: Interview Templates created via the Automation tab do not allow for the use of tags or the building of complex interview structures.

13 Update the interview title, duration and mode. NOTE: The calendar event created here will be seen by all attendees. When selecting video the appropriate variable will auto populate in the text of the calendar invite.

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14 Update the interview panel to identify who the candiate can be scheduled to meet with. Templates created in the Automation tab will only allow for interviewers to be pulled by name (no tags), and only support a basic 'OR' relationship.

15 Update your list of potential interviewers (as necessary).

AUTOPILOT/BULK - Customer Success Manager - Japan [DFD] - Preliminary Phone

Interview Title

Interview with Candidate.FullName & Interview.Interviewers.FullNames ⚡

🕐 30 Mins ▾   📹 Zoom Meeting ▾

Candidate Message Language

🇺🇸 ▾

Interviewer(s)

👤 ⓧ Dallas Frazer joyce ⊕

J Joyce Eng (she/her)
joyce@goodtimedemo.com

📄 Feedback Form ▾
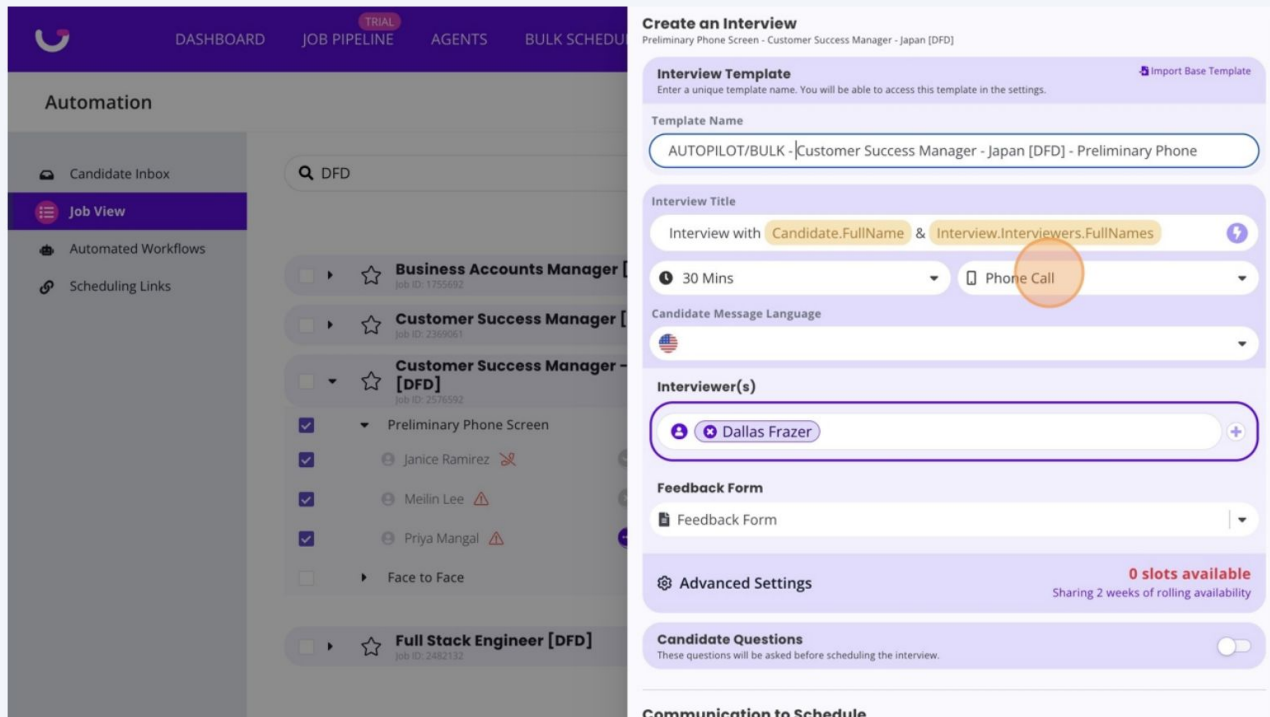
⚙ Advanced Settings

0 slots available
Sharing 2 weeks of rolling availability

Candidate Questions
These questions will be asked before scheduling the interview.

Communication to Schedule

Communication
This is the message the candidate will receive.

✉ Email ▾

Candidate Inbox

📋 Job View

🌐 Automated Workflows

🔗 Scheduling Links

🔍 DFD

⭐ Business Accounts Manager [
   Job ID: 1755692

⭐ Customer Success Manager [
   Job ID: 2369061

⭐ Customer Success Manager –
   [DFD]
   Job ID: 2576592

☑ ▾ Preliminary Phone Screen
☑   👤 Janice Ramirez ✂
☑   👤 Meilin Lee ⚠
☑   👤 Priya Mangal ⚠
      ▸ Face to Face

⭐ Full Stack Engineer [DFD]
   Job ID: 2482132

Your SMS/WhatsApp Usage
May 1st - 31st

Unlimited Package

💜 goodtime

16 Assign an appropriate feedback from to be shared with your interviewer.

17 Click "Advanced Settings" to adjust the availability window the candiate can select within (if necessary)

18 Update the calendar event (as necessary) to provide greater context about the interview that has been scheduled and is about to be conducted.
Note, you are able to type "$" to see a list of $variables you can use within the calendar event.

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19 Adjust if the candidate can trigger their own reschedule process, and how many times they can do this (if required).

Automated Workflows

Scheduling Links

Business Accounts Manager [
Job ID: 1755692

Customer Success Manager [
Job ID: 2369061

Customer Success Manager – [DFD]
Job ID: 2576592

Preliminary Phone Screen

Janice Ramirez ✂

Meilin Lee ⚠

Priya Mangal ⚠

Face to Face

Full Stack Engineer [DFD]
Job ID: 2482132

Your SMS/WhatsApp Usage
May 1st - 31st

Unlimited Package
0 of 9999 messages

Messages Sent

Start Time Interval

Company Default (15 mins)

Minimum Schedule Notice

12 Hours

Calendar Invitation
This will be sent to all attendees when the interview is scheduled.

B I U

Thankyou for booking time to meet eith eth GoodTime Team regardign the Job.Name role. Looking forward to speaking with you. You do not need to prepare anythjgin for this interview, please come ready to discuss why this specific role interestes you.

Please join the call using the link below:

Interview.Zoom.Link

Regards,
The GoodTime TA Tea,

Candidate Calendar   Maximum Number of Reschedules

☑ Allow Candidate to Reschedule   2

Candidate Questions
These questions will be asked before scheduling the interview.

Communication to Schedule

Communication

Cancel   Save   Save & Send

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20 If relevant, select one of your pre-defined candiate questionnaires. Candiate Questionnaires are designed so that you can collect key information form candidates as part of the scheduling process ("Do you hold a forklift license?", "do you live in the San Francisco area?" , for example).

Candiate questionnaires can be built in the GoodTime SETTINGS>Forms menu.

21 Select or create an email template to be shared with the candidate upon their interview being scheduled.

Regards,
The GoodTime TA Tea,

Candidate Calendar   Maximum Number of Reschedules

☑ Allow Candidate to Reschedule   1

Candidate Questions
These questions will be asked before scheduling the interview.   ⬤

Communication to Schedule

Communication
This is the message the candidate will receive.

✉ Email

📄 Hello candidate

Subject: Hello Candidate.FirstName , thanks for applying to Company.Na   Cc Bcc

B *I* U ☰ ☷ 🔗

HI Candidate.FirstName ** my name is Recruiter.FirstName , Software developer at Company.Name , you can schedule our technical interview here: Interview.URL ** Candidate.FirstName ** my name is Recruiter.FirstName , Software developer at Company.Name , you can schedule our technical interview here: Interview.URL

Cancel   Save   Save & Send

Automated Workflows
Scheduling Links

☐ ▸ ⭐ **Business Accounts Manager [**
Job ID: 1755692

☐ ▸ ⭐ **Customer Success Manager [**
Job ID: 2369061

☐ ▾ ⭐ **Customer Success Manager –**
[DFD]
Job ID: 2576592

☑ ▾ Preliminary Phone Screen

☑ 👤 Janice Ramirez ✂

☑ 👤 Meilin Lee ⚠

☑ 👤 Priya Mangal ⚠

☐ ▸ Face to Face

☐ ▸ ⭐ **Full Stack Engineer [DFD]**
Job ID: 2482132

Your SMS/WhatsApp Usage
May 1st - 31st

Unlimited Package
0 of 9999 messages

⬤ Messages Sent

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22 Click "Save & Send" to save your changes and immediately send these email invites to all selected candidates.
If you wish to use this template at a later date click "Save" and you can select this generated template at a later tie when you are ready to schedule.
NOTE: By default the Bulk Scheduling feature allows candidates to "Auto Schedule", that is there is no "Require Review" stage by default in this Bulk Scheduling workflow. If you wish to "Require Review" you can adjust the Template Settings in the GoodTime SETTINGS>Scheduling Templates>Interview Templates menu. We also recommend testing any new template on a demo candidate before using it with real candidates to ensure all settings are accurate.

23 Click "DASHBOARD" to see any candidates you have engaged via the bulk scheduling workflow. All candidates engaged in bulk can be monitored on the GoodTime Dashboard just liek any candidate scheduled in a one-off fashion.