

Bulk Scheduling

via the Job View feature

(a step-by-step guide)

1

Navigate to <https://a.goodtime.io/dashboard>

The screenshot displays the Goodtime dashboard interface. At the top, there is a search bar labeled 'Search by candidate name or email', a filter dropdown for 'Filter by Job Title', and a user profile dropdown for 'Dallas Frazer'. To the right of these are status icons for various interview stages.

The main content area is divided into two columns. The left column contains two sections: 'To Schedule' and 'Unassigned Interviews'. The 'To Schedule' section shows 6 interviews, all with a 'Queued' status and a date of 25-04-15. The 'Unassigned Interviews' section shows 2 interviews, both with a 'Pick Up' status and dates of 25-03-23 and 25-04-14.

The right column contains three sections: 'Interviews Today', 'Interviews in Next 14 Days', and 'Future Interviews'. The 'Interviews Today' section shows 0 interviews. The 'Interviews in Next 14 Days' section shows 2 interviews: 'Robert Parr' and 'Harry Potter'. The 'Future Interviews' section shows 0 interviews. The 'Past and Canceled Interviews' section shows 645 interviews.

Section	Interview	Status	Date
To Schedule	Caetano Milo... Preliminary Phone S...	Queued	25-04-15
	Caetano Milo... Preliminary Phone S...	Queued	25-04-15
	Caetano Milo... Preliminary Phone S...	Queued	25-04-15
	Caetano Milo... Preliminary Phone S...	Queued	25-04-15
	Ralph Wreckit Final Round - Full Sta...	Queued	25-04-21
	Hasbu... INTERNAL Application Review - ...	Queued	25-04-23
Unassigned Interviews	Tim Tester8	Pick Up	25-03-23
	Lirik Waydong Detailed Interview - ...	Pick Up	25-04-14
Interviews in Next 14 Days	Robert Parr Interview with Robert Parr & Dallas Frazer	Confirmed	25-05-06 Tue, 9:00 a.m. EDT
	Harry Potter Preliminary Phone Screen - Full... [DEMO TEST]	Confirmed	25-05-06 Tue, 1:00 p.m. EDT

2

Click "AUTOMATION"

The screenshot shows the Goodtime dashboard with the 'AUTOMATION' tab selected. The dashboard is divided into several sections:

- Navigation Bar:** Includes links for DASHBOARD, JOB PIPELINE, AGENTS, BULK SCHEDULING, TRAINING, AUTOMATION (highlighted), SUPERDAYS, MEET, and a user profile icon.
- Search and Filter:** A search bar for candidate names or emails, a filter by job title dropdown, and a user selection dropdown (Dallas Frazer).
- To Schedule:** A section showing 6 interviews. It lists candidates like Caetano Milo and Ralph Wreckit, their roles, and their scheduled dates. A 'Queued' status is shown for each.
- Interviews Today:** A section showing 0 interviews for May 05, 2025. It includes a 'No Interviews Today' message.
- Interviews in Next 14 Days:** A section showing 2 interviews for May 06, 2025 - May 19, 2025. It lists interviews for Robert Parr and Harry Potter, including details like 'Interview with Robert Parr & Dallas Frazer' and 'Harry Potter <-> Patrick Cole [DEMO TEST]'. Statuses like 'Confirmed' and 'Accepted' are shown.
- Future Interviews:** A section showing 0 interviews.
- Past and Canceled Interviews:** A section showing 645 interviews.
- Unassigned Interviews:** A section showing 2 interviews. It lists 'Tim Tester8' with a 'Pick Up' button.

3

Click "Job View"

The screenshot displays the Goodtime Automation interface. The top navigation bar is purple and contains the following items: a logo, DASHBOARD, JOB PIPELINE (with a TRIAL badge), AGENTS, BULK SCHEDULING, TRAINING (with a 15 badge), AUTOMATION (highlighted with a pink underline), SUPERDAYS, MEET (with an external link icon), a menu icon, and a user profile icon. The main content area is titled 'Automation' and features a left sidebar with three options: 'Candidate Inbox' (with a mail icon), 'Job View' (with a list icon and highlighted by an orange circle), 'Automated Workflows' (with a robot icon), and 'Scheduling Links' (with a link icon). The main area has a search bar labeled 'Search by candidate name or email' with a dropdown menu showing 'Dallas Frazer'. Below the search bar is a list of three candidate entries, each with a checkbox, a name with a flag, a message preview, and a date with a right arrow. The entries are: Rhaenyra Targaryen (US flag, 05/02/25), Robert Parr (CA flag, 04/22/25), and Lirik Waydong (DE flag, 04/16/25). At the bottom right of the list are pagination controls showing '< 1 >' and '100 / page' with a dropdown arrow.

Automation

Candidate Inbox

Job View

Automated Workflows

Scheduling Links

Search by candidate name or email

Dallas Frazer

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

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

☐ **Lirik Waydong** 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...> 04/16/25 >

< 1 > 100 / page

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

The screenshot displays the Goodtime Automation dashboard. The top navigation bar includes links for DASHBOARD, JOB PIPELINE (marked with a 'TRIAL' badge), AGENTS, BULK SCHEDULING, TRAINING (marked with a '15' badge), AUTOMATION (the active section), SUPERDAYS, and MEET. A sidebar on the left contains links for Candidate Inbox, Job View (highlighted in purple), Automated Workflows, and Scheduling Links. The main content area is titled 'Automation' and features a search bar with the placeholder text 'Search by job name or job ID', which is highlighted with an orange circle. To the right of the search bar is a user profile dropdown for 'Dallas Frazer' and a status filter set to 'All Status'. Below these elements, a list of job cards is displayed, each showing a job title, job ID, number of candidates, and action buttons for 'Smart Fix' and 'Sync Job'. The jobs listed are: Business Accounts Manager [DFD], Customer Success Manager [DFD], Support Associate [TRG-ONLY], Sales Associate, Customer Success Manager [SSM], Customer Success Leader, Recruiter, Customer Success Manager - Japan [DFD], and University Intern - Summer Session. A note at the top right indicates 'Last Greenhouse Sync Ran: 7 minutes ago'.

Job Title	Job ID	Candidates	Smart Fix	Sync Job
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
Support Associate [TRG-ONLY]	job ID: 2708179	18 Candidates	Smart Fix	Sync Job
Sales Associate	job ID: 2508783	17 Candidates	Smart Fix	Sync Job
Customer Success Manager [SSM]	job ID: 2652692	14 Candidates	Smart Fix	Sync Job
Customer Success Leader	job ID: 2593396	10 Candidates	Smart Fix	Sync Job
Recruiter	job ID: 2180338	7 Candidates	Smart Fix	Sync Job
Customer Success Manager - Japan [DFD]	job ID: 2576592	6 Candidates	Smart Fix	Sync Job
University Intern - Summer Session	job ID: 1820194	4 Candidates	Smart Fix	Sync Job

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

6

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

Automation

Candidate Inbox

Job View

Automated Workflows

Scheduling Links

Q DFD

Dallas Frazer x

All Status

Last Greenhouse Sync Ran: 7 minutes ago

<input type="checkbox"/>	▶	☆ Business Accounts Manager [DFD] Job ID: 1755492	30 Candidates	Smart Fix	Sync Job	
<input type="checkbox"/>	▶	☆ Customer Success Manager [DFD] Job ID: 2369061	19 Candidates	Smart Fix	Sync Job	
<input type="checkbox"/>	▼	☆ Customer Success Manager - Japan [DFD] Job ID: 2576592	6 Candidates	Smart Fix	Sync Job	
<input type="checkbox"/>	▶	Preliminary Phone Screen	3 Candidates			
<input type="checkbox"/>	▶	Face to Face	3 Candidates			
<input type="checkbox"/>	▶	☆ Full Stack Engineer [DFD] Job ID: 2482132	2 Candidates	Smart Fix	Sync Job	

< 1 > 20 / page

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

Automated Workflows

Scheduling Links

Q DFD

Dallas Frazer X

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

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

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

☐ Priya Mangal **Pending Candidate Response**

☐ Face to Face 3 Candidates

☐ Full Stack Engineer [DFD]
Job ID: 2482132 2 Candidates Smart Fix Sync Job

< 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.

The screenshot displays the Goodtime Automation interface. The top navigation bar includes links for DASHBOARD, JOB PIPELINE (marked with a TRIAL badge), AGENTS, BULK SCHEDULING, TRAINING (marked with a 15 badge), AUTOMATION (the active section), SUPERDAYS, and MEET. The left sidebar shows 'Candidate Inbox', 'Job View' (highlighted), 'Automated Workflows', and 'Scheduling Links'. The main content area is titled 'Automation' and shows '3 Candidates Selected'. It features a search bar with 'DFD', a dropdown for 'Dallas Frazer', and a 'Send Bulk Message' button (circled in orange). Below this, a list of job postings is shown: 'Business Accounts Manager [DFD]' (30 Candidates), 'Customer Success Manager [DFD]' (19 Candidates), 'Customer Success Manager - Japan [DFD]' (6 Candidates), 'Preliminary Phone Screen' (3 Candidates), and 'Full Stack Engineer [DFD]' (2 Candidates). The 'Preliminary Phone Screen' section is expanded, showing individual candidate status: Janice Ramirez (Completed), Meilin Lee (Canceled), and Priya Mangal (Pending Candidate Response). A 'Face to Face' section is also visible. The bottom right shows pagination: '1' of 20 pages.

Automation

3 Candidates Selected Bulk Cancel Send Bulk Message

Search: 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: 2365906) 19 Candidates Smart Fix Sync Job
- Customer Success Manager - Japan [DFD] (Job ID: 2376592) 6 Candidates Smart Fix Sync Job
- 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] (Job ID: 2482132) 2 Candidates Smart Fix Sync Job

1 / 20 page

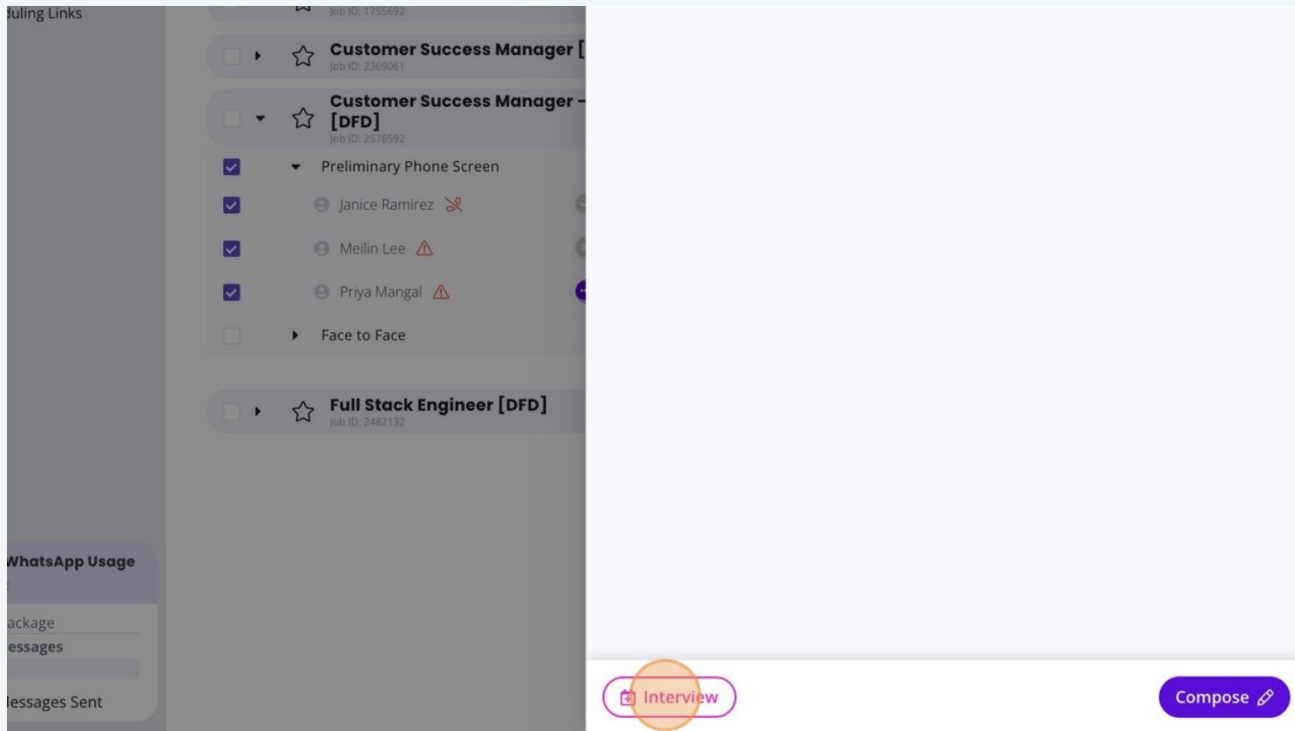
9

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

The screenshot displays the Goodtime dashboard with a purple header containing navigation links: DASHBOARD, JOB PIPELINE (marked with a 'TRIAL' badge), AGENTS, and BULK SCHEDULE. The left sidebar shows the 'Automation' section with options: Candidate Inbox, Job View (selected), Automated Workflows, and Scheduling Links. The main content area shows a list of job pipeline items, including 'Business Accounts Manager', 'Customer Success Manager', and 'Full Stack Engineer'. A modal window is open on the right, titled 'To: Priya Mangal, Meilin Lee, Johnny Ramirez'. It features tabs for SMS, WHATSAPP, EMAIL (highlighted with an orange circle), and LAST CHANNEL. The modal contains a message preview for SMS: 'Send a SMS message to each of the 3 candidates individually.' Below this is a warning message: 'Some candidates (1) are having issues. Please fix before sending or these candidates will be skipped.' A specific candidate, 'Priya Mangal', is listed with the status 'Invalid phone number' and a 'Fix Phone Number' button. A trash icon is also present next to the candidate name.

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"



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).

The screenshot displays the Goodtime application interface. On the left, a sidebar contains 'Automated Workflows' and 'Scheduling Links'. The main area shows a list of jobs: 'Business Accounts Manager' (job ID: 1729092), 'Customer Success Manager' (job ID: 2369061), 'Customer Success Manager - [DFD]' (job ID: 2576592), and 'Full Stack Engineer [DFD]' (job ID: 2482132). The 'Customer Success Manager - [DFD]' job is expanded, showing a 'Preliminary Phone Screen' stage with three candidates: Janice Ramirez, Meilin Lee, and Priya Mangal. A 'Face to Face' stage is also visible. At the bottom left, a 'Your SMS/WhatsApp Usage' section shows 'Unlimited Package' and '0 of 9999 messages'. A 'Messages Sent' toggle is at the bottom.

The 'Quick Schedule' modal is open, showing a dropdown menu with 'Customer Success Manager - Japan [DFD]' selected. Below the dropdown, it states: 'There are currently no templates created for this job. Please create a new one.' A 'Create New +' button is highlighted with an orange circle. At the bottom of the modal, there are 'Interview' and 'Compose' buttons.

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.

The screenshot displays the Goodtime application interface. On the left, a sidebar under the 'Automation' tab shows options like 'Candidate Inbox', 'Job View' (highlighted), 'Automated Workflows', and 'Scheduling Links'. The main area is divided into two panels. The left panel shows a list of job templates, including 'Business Accounts Manager', 'Customer Success Manager [DFD]', and 'Full Stack Engineer [DFD]'. The right panel, titled 'Create an Interview', shows a form for creating a new interview template. The form includes fields for 'Template Name' (set to 'Customer Success Manager - Japan [DFD] - Preliminary Phone Screen'), 'Interview Title' (set to 'Interview with Candidate.FullName & Interview.Interviewers.FullNames'), 'Interview Duration' (30 Mins), 'Interview Type' (Phone Call), 'Candidate Message Language' (English), 'Interviewer(s)' (Dallas Frazer), 'Feedback Form' (Feedback Form), 'Advanced Settings' (0 slots available), and 'Candidate Questions' (toggle off). The 'Template Name' field is highlighted with an orange circle.

Create an Interview
Preliminary Phone Screen - Customer Success Manager - Japan [DFD]

Interview Template [Import Base Template](#)
Enter a unique template name. You will be able to access this template in the settings.

Template Name
Customer Success Manager - Japan [DFD] - Preliminary Phone Screen

Interview Title
Interview with **Candidate.FullName** & **Interview.Interviewers.FullNames**

30 Mins **Phone Call**

Candidate Message Language
English

Interviewer(s)
Dallas Frazer

Feedback Form
Feedback Form

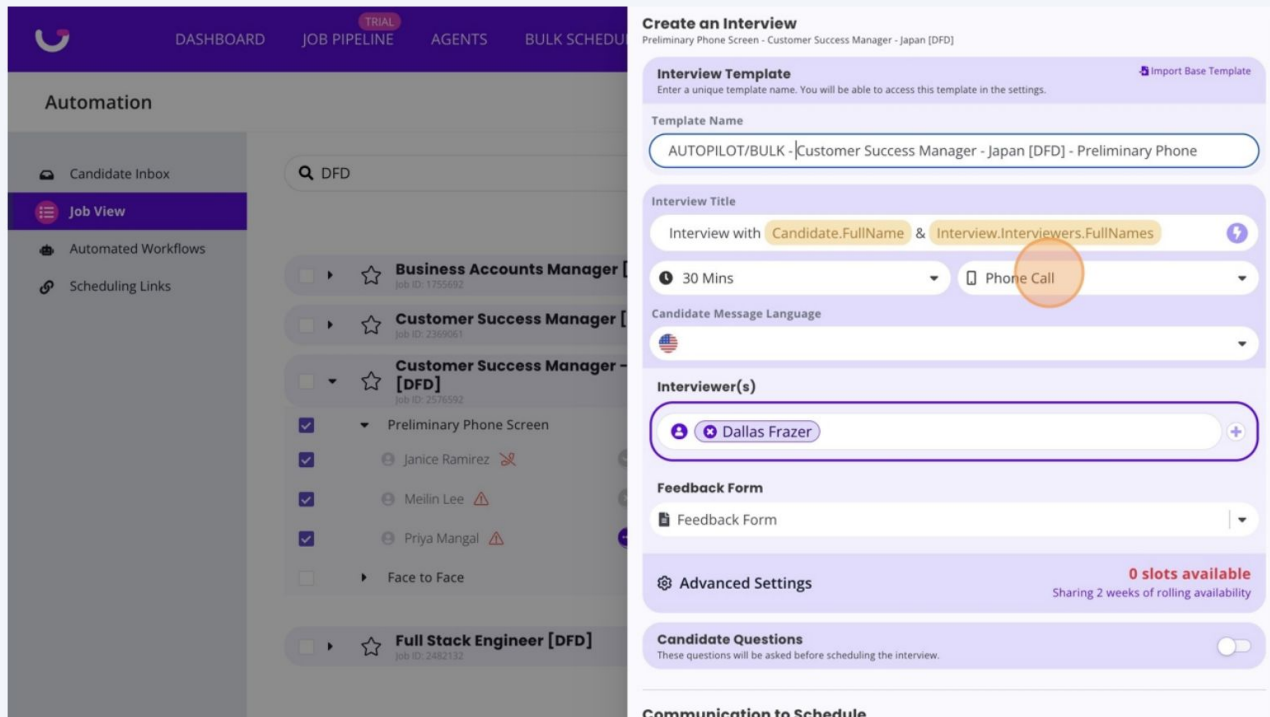
Advanced Settings **0 slots available**
Sharing 2 weeks of rolling availability

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

Communication to Schedule

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.



Create an Interview
Preliminary Phone Screen - Customer Success Manager - Japan [DFD]

Interview Template
Enter a unique template name. You will be able to access this template in the settings. [Import Base Template](#)

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

Interview Title
Interview with **Candidate.FullName** & **Interview.Interviewers.FullNames**

30 Mins Phone Call

Candidate Message Language
US

Interviewer(s)
Dallas Frazer

Feedback Form
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

14

Update the interview panel to identify who the candidate 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.

Automation

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

Search: DFD

- Business Accounts Manager [star] job ID: 1725892
- Customer Success Manager [star] job ID: 2350961
- Customer Success Manager [DFD] [star] job ID: 2578592
 - ☒ Preliminary Phone Screen
 - ☒ Janice Ramirez ✕
 - ☒ Meilin Lee ⚠
 - ☒ Priya Mangal ⚠
 - ☐ Face to Face
- Full Stack Engineer [DFD] [star] job ID: 2482132

Interview Template

Enter a unique template name. You will be able to access this template in the settings.

Template Name
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

Feedback Form
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.

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

The screenshot displays the Goodtime interview scheduling interface. On the left, a sidebar shows navigation options: 'Candidate Inbox', 'Job View' (selected), 'Automated Workflows', and 'Scheduling Links'. The main area shows a list of jobs with a search bar containing 'DFD'. The jobs listed are:

- Business Accounts Manager [DFD] (job ID: 1725492)
- Customer Success Manager [DFD] (job ID: 2380961)
- Customer Success Manager [DFD] (job ID: 2578592)
- Full Stack Engineer [DFD] (job ID: 2482132)

The 'Customer Success Manager [DFD]' job (job ID: 2578592) is expanded, showing a 'Preliminary Phone Screen' with a checklist of interviewers: Janice Ramirez, Meilin Lee, and Priya Mangal. The 'Interview Title' is 'Interview with Candidate.FullName & Interview.Interviewers.FullNames'. The duration is '30 Mins' and the meeting type is 'Zoom Meeting'. The 'Candidate Message Language' is set to 'English'. The 'Interviewer(s)' section shows a list of interviewers: Dallas Frazer (joyce) and Joyce Eng (she/her) (joyce@goodtimedemo.com). The 'Advanced Settings' section indicates '0 slots available' and 'Sharing 2 weeks of rolling availability'. The 'Candidate Questions' section is currently disabled. The 'Communication to Schedule' section shows the message type set to 'Email'.

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

The screenshot displays the Goodtime interface. On the left, a sidebar contains 'Automated Workflows' and 'Scheduling Links'. The main area shows a list of job roles: 'Business Accounts Manager' (job ID: 1755492), 'Customer Success Manager' (job ID: 2366061), 'Customer Success Manager - [DFD]' (job ID: 2376592), and 'Full Stack Engineer [DFD]' (job ID: 2482132). Each role has a star icon and a list of interview stages with checkboxes. The 'Customer Success Manager - [DFD]' role is expanded, showing stages: 'Preliminary Phone Screen' (checked), 'Janice Ramirez' (checked), 'Melin Lee' (checked), 'Priya Mangal' (checked), and 'Face to Face' (unchecked). At the bottom left, a 'Your SMS/WhatsApp Usage' box shows 'May 1st - 31st', 'Unlimited Package', '0 of 9999 messages', and a 'Messages Sent' toggle.

On the right, a 'Candidate Message Language' panel is open. It includes a dropdown for 'Candidate Message Language' (set to US), an 'Interviewer(s)' field with 'Joyce Eng (she/her)' and 'Dallas Frazer', and a 'Feedback Form' dropdown set to 'Feedback Form'. Below these are sections for 'APPLICATION REVIEW' (Application Review (unschedulable)), 'PRELIMINARY PHONE SCREEN' (Preliminary Screening Call, highlighted with an orange circle), 'PHONE INTERVIEW' (Behavioral Phone Interview), 'FACE TO FACE' (Cultural Add Interview), and a 'Template' dropdown. At the bottom, there is a 'Subject' field with the text 'Request to schedule your interview from Company.Name', a 'Cc Bcc' field, and a rich text editor with bold, italic, underline, and list icons. The panel concludes with 'Cancel', 'Save', and 'Save & Send' buttons.

17

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

The screenshot displays the Goodtime interface. On the left, a sidebar under the 'Automation' section includes 'Candidate Inbox', 'Job View' (highlighted), 'Automated Workflows', and 'Scheduling Links'. The main area shows a list of job postings, including 'Business Accounts Manager', 'Customer Success Manager', and 'Full Stack Engineer [DFD]'. A modal titled 'Preliminary Screening Call' is open on the right. It features an 'Advanced Settings' tab, indicating '8 slots available' and 'Sharing 2 weeks of rolling availability'. The settings include: 'How do you want to find availability?' with 'Calendar' selected; 'How much availability do you want to give?' with '2 weeks' selected; 'Meeting preference day and time' with days S, M, T, W, T, F, S and times 09:00am to 07:00pm; 'Start Time Interval' set to 'Company Default (15 mins)'; and 'Minimum Schedule Notice' set to '12 Hours'. At the bottom, there is a 'Calendar Invitation' section with a template for the email invitation, including a placeholder for the candidate's first name.

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.

The screenshot displays the Goodtime interface. On the left, a sidebar contains navigation options: 'Candidate Inbox', 'Job View' (selected), 'Automated Workflows', and 'Scheduling Links'. The main area shows a list of job events under the search filter 'DFD'. The events are:

- Business Accounts Manager** [Job ID: 1255482]
- Customer Success Manager** [Job ID: 2365981]
- Customer Success Manager [DFD]** [Job ID: 2478592]
 - ☒ Preliminary Phone Screen
 - ☒ Janice Ramirez
 - ☒ Meilin Lee
 - ☒ Priya Mangal
 - ☐ Face to Face
- Full Stack Engineer [DFD]** [Job ID: 2482132]

At the bottom left, a section titled 'Your SMS/WhatsApp Usage' shows 'May 1st - 31st' and 'Unlimited Package'.

The right panel shows the details for the 'Customer Success Manager [DFD]' event. It includes a 'Start Time Interval' dropdown set to 'Company Default (15 mins)', a 'Minimum Schedule Notice' dropdown set to '12 Hours', and a 'Calendar Invitation' section. The invitation text is: 'Hi **Candidate.FirstName**, Looking forward to speaking with you. Please join the call using the link below. **Interview.Zoom.Link**'. Below this, the 'Candidate Calendar' section has a checked 'Allow Candidate to Reschedule' option and a 'Maximum Number of Reschedules' dropdown set to '2'. The 'Candidate Questions' section has a toggle switch turned on. The 'Communication to Schedule' section is partially visible at the bottom.

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

The screenshot displays the GoodTime interface. On the left, a sidebar contains 'Automated Workflows' and 'Scheduling Links'. The main area lists job postings: 'Business Accounts Manager' (Job ID: 1755492), 'Customer Success Manager' (Job ID: 2369061), 'Customer Success Manager - [DFD]' (Job ID: 2576592), and 'Full Stack Engineer [DFD]' (Job ID: 2482132). The 'Customer Success Manager - [DFD]' job is expanded, showing a 'Preliminary Phone Screen' with three candidates: Janice Ramirez, Meilin Lee, and Priya Mangal, each with a status icon. Below this is a 'Face to Face' option. At the bottom left, a 'Your SMS/WhatsApp Usage' box shows 'Unlimited Package' and '0 of 9999 messages' sent.

The right panel is a configuration form for scheduling. It includes a 'Company Default (15 mins)' dropdown, a 'Minimum Schedule Notice' dropdown set to '12 Hours', and a 'Calendar Invitation' section with a text editor. The text in the editor reads: 'Thankyou for booking time to meet eith eth GoodTime Team regardin 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,'. Below the text editor is a 'Candidate Calendar' section with a checkbox 'Allow Candidate to Reschedule' checked and a 'Maximum Number of Reschedules' dropdown set to '2'. There is also a 'Candidate Questions' section with a toggle switch. At the bottom, a 'Communication to Schedule' section has a 'Communication' dropdown. The form has 'Cancel', 'Save', and 'Save & Send' buttons at the bottom right.

20

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

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

The screenshot displays the GoodTime interface. On the left, a sidebar under 'Job View' includes 'Candidate Inbox', 'Automated Workflows', and 'Scheduling Links'. The main area shows a list of job postings: 'Business Accounts Manager' (Job ID: 1735492), 'Customer Success Manager' (Job ID: 2369061), 'Customer Success Manager - [DFD]' (Job ID: 2576592), and 'Full Stack Engineer [DFD]' (Job ID: 2482132). The 'Customer Success Manager - [DFD]' job is expanded, showing a 'Preliminary Phone Screen' section with three candidates: Janice Ramirez, Meilin Lee, and Priya Mangal, each with a status icon. Below this is a 'Face to Face' section. At the bottom left, a box indicates 'Your SMS/WhatsApp Usage' for May 1st - 31st.

The right panel shows a detailed view of a candidate's interview preparation. It includes a text area for a message: 'please come ready to discuss why this specific role interests you.' Below this is a link to join the call: 'Please join the call using the link below: Interview.Zoom.Link'. A 'Regards,' message from 'The GoodTime TA Tea,' is also present. The 'Candidate Calendar' section shows 'Allow Candidate to Reschedule' checked and 'Maximum Number of Reschedules' set to 1. The 'Candidate Questions' section is toggled on, with a note: 'These questions will be asked before scheduling the interview.' Below this is a 'Survey' section with a 'Load Questionnaire...' button. A 'Name' field is labeled 'Survey Title'. At the bottom, there is a 'Load a Company Question' button. The 'Communication to Schedule' section shows a 'Communication' dropdown set to 'Email'.

21

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

Automated Workflows

Scheduling Links

Business Accounts Manager [DFD]

Job ID: 1735692

Customer Success Manager [DFD]

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: 2464132

Your SMS/WhatsApp Usage

May 1st - 31st

Unlimited Package

0 of 9999 messages

Messages Sent

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.Name 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

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.

The screenshot displays the GoodTime Bulk Scheduling interface. On the left, a sidebar shows 'Automated Workflows' and 'Scheduling Links'. The main area lists candidates under various roles, including 'Business Accounts Manager', 'Customer Success Manager', and 'Full Stack Engineer'. A 'Preliminary Phone Screen' section lists candidates like Janice Ramirez, Meilin Lee, and Priya Mangal. At the bottom left, a 'Your SMS/WhatsApp Usage' box shows 'Unlimited Package' and '0 of 9999 messages'.

The right panel is titled 'Candidate Calendar' and 'Maximum Number of Reschedules'. It includes a checkbox for 'Allow Candidate to Reschedule' (checked) and a dropdown for 'Maximum Number of Reschedules' (set to 1). Below this is a 'Candidate Questions' section with a toggle switch. The 'Communication to Schedule' section shows a 'Communication' dropdown set to 'Email' and a 'Hello candidate' dropdown. The 'Subject' field is pre-filled with 'Hello {Candidate.FirstName}, thanks for applying to {Company.Name} Cc Bcc'. The 'Body' field contains a template with placeholders for {Company.Name}, {Candidate.FirstName}, {Recruiter.FirstName}, {Interview.URL}, and {Company.Name}. The bottom right features 'Cancel', 'Save', and 'Save & Send' buttons.

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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 like any candidate scheduled in a one-off fashion.

The screenshot displays the GoodTime Dashboard's Automation section. The top navigation bar includes links for DASHBOARD, JOB PIPELINE, AGENTS, BULK SCHEDULING, TRAINING, AUTOMATION (highlighted), SUPERDAYS, and MEET. The left sidebar shows options for Candidate Inbox, Job View (selected), Automated Workflows, and Scheduling Links. The main content area features a search bar with 'DFD' and a dropdown for 'Dallas Frazer'. Below this, a list of job postings is shown, each with a star icon, job title, job ID, candidate count, and action buttons like 'Smart Fix' and 'Sync Job'. The 'Customer Success Manager - Japan [DFD]' job is expanded, showing a 'Preliminary Phone Screen' section with three candidates: Janice Ramirez (Completed), Meilin Lee (Canceled), and Priya Mangal (Pending Candidate Response). Each candidate entry includes a status icon, name, and a message snippet. The bottom right corner shows pagination controls for 20 pages, currently on page 1.

Automation

3 Candidates Selected Bulk Cancel Send Bulk Message

Q DFD Dallas Frazer X All Status

Last Greenhouse Sync Ran: 7 minutes ago

- Business Accounts Manager [DFD] 30 Candidates Smart Fix Sync Job
- Customer Success Manager [DFD] 19 Candidates Smart Fix Sync Job
- Customer Success Manager - Japan [DFD] 6 Candidates Smart Fix Sync Job
 - Preliminary Phone Screen 3 Candidates
 - Janice Ramirez Completed Today Hi Janice** my name is Dallas, Software developer a...
 - Meilin Lee Canceled Today Hi Meilin** my name is Dallas, Software developer ...
 - Priya Mangal Pending Candidate Response Today Hi Priya** my name is Dallas, Software developer at...
 - Face to Face 3 Candidates
- Full Stack Engineer [DFD] 2 Candidates Smart Fix Sync Job

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