

Calendar 'Best Practices'



To streamline your scheduling in GoodTime, all interviewers should observe these 5 calendar best practices.



1

Keep your work calendar up to date

ACCEPT or **DECLINE**
all of your calendar events.

Calendar events set to MAYBE or left unaccepted will be treated as an ACCEPT.



2

Let your recruiting team know of any **recurring events** that can **or** cannot be booked over

For Example:
Book over:
"1:1", "Coffee", "Focus Time"

Do not book over:
"School pickup", "Dr Appt"



3

For **all-day events** during which you **can** conduct interviews, make sure the calendar event is **"free"** and you are **not a guest or attendee of the event**



4

If you are Out of the Office and unable to take interviews:

Use one of the following terms in your calendar event title

"PTO"
"Vacation"
"OOO"
"Out of Office"
"sick"



5

When you receive an interview invitation:

Accept the calendar invitation.

Respond "No" to decline the invitation if you cannot host the interview.