

Confidential Interviews Support in GoodTime

Updated Sep 14, 2022

Overview

This is a guide to the Confidential Interviews Support in GoodTime.

The Business use case could be, but not limited to interview scheduling for the following:

1. Executives or more senior roles
2. Replacement for a senior-level departure that has not been announced
3. Hiring for positions for entering a new line of business that has not been announced publicly
4. Hiring related to mergers and acquisitions

Enabling the Confidential Interviews feature

1. Confidential Interviews have been enabled for all GoodTime Hire customers. No action is required on your part to enable this feature.

Controlling Access to Confidential Information

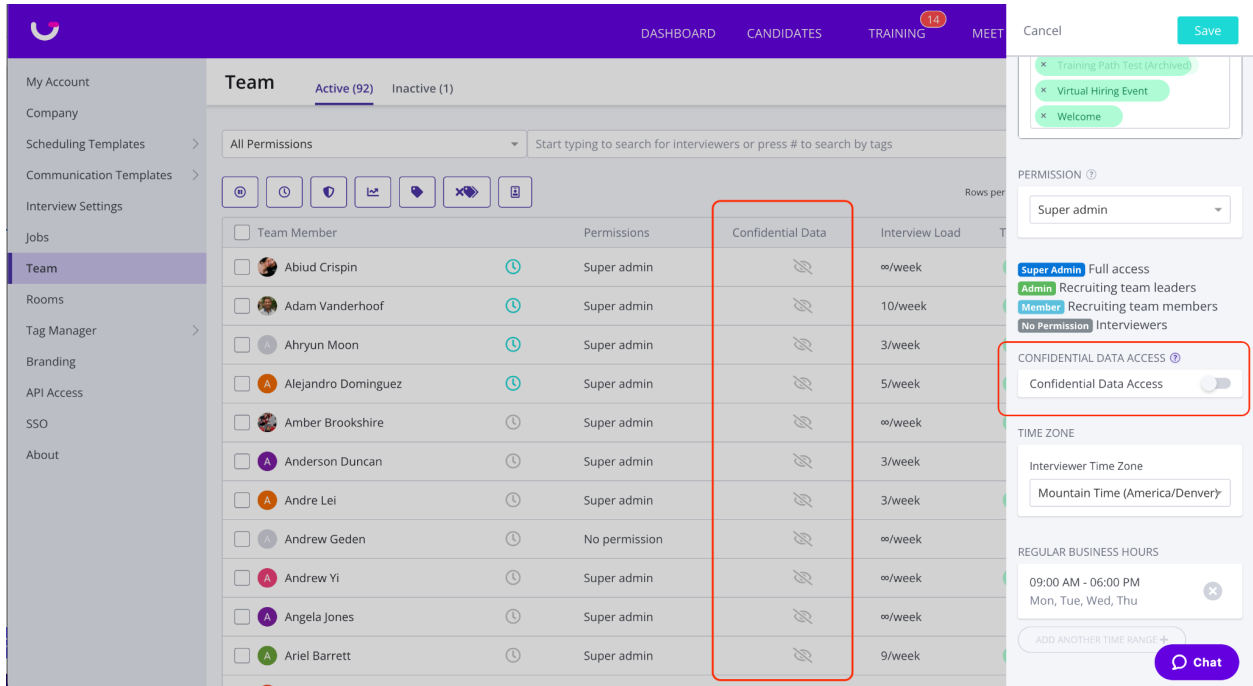
Whether a user has access to confidential information is controlled by a toggle.

The table below shows who has access to that toggle.

GoodTime Access Level	Control over Confidential Data Access
Super Admin	Can access and toggle anyone in the team ON/OFF for confidential information access, including themselves.
Admin	No access to the toggle
Member	No access to the toggle
No Permission	No access to the toggle

The screenshot below of Team Tab in GoodTime shows a column indicating who in the team has confidential information access.

Click on one team member and the right side panel opens, under “PERMISSION”, you will see a toggle for confidential data access (if you have the access according to the table above).



What is considered Confidential Information/Data in GoodTime?

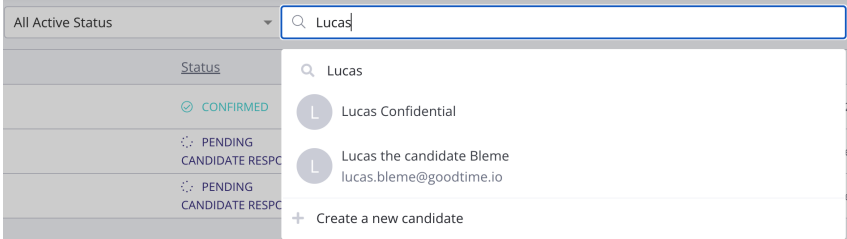
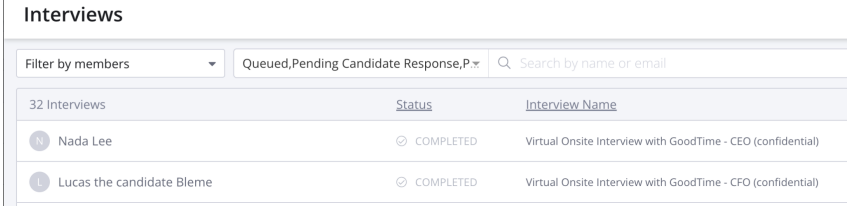
When GoodTime imports information from your ATS, GoodTime detects certain confidential settings from the imported data and will honor the confidentiality already set in your ATS. Each ATS has different model and are listed in the table below:

	Relevant setting in ATS	How GoodTime will treat data
Greenhouse	Candidates can be set "private"	Interviews involving the candidate will be automatically marked confidential.
Workday	Job Requisition can be set "confidential"	Interviews for the job req will be marked confidential.
Lever	Opportunity can be set "confidential"	Interviews involving this opportunity will be marked confidential.

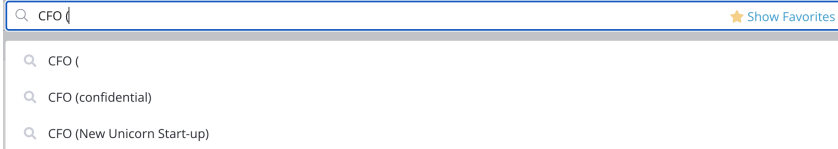
	Relevant setting in ATS	How GoodTime will treat data
SmartRecruiters	Job postings can be set private	Interviews for the job will be marked confidential.
Jobvite	Job Posting type can be set "Internal"	Interviews for the job will be marked confidential.
iCIMS	No support for confidentiality	No support in current version
SuccessFactors	Jobs can be marked confidential	No support in current version

GoodTime’s expected behavior

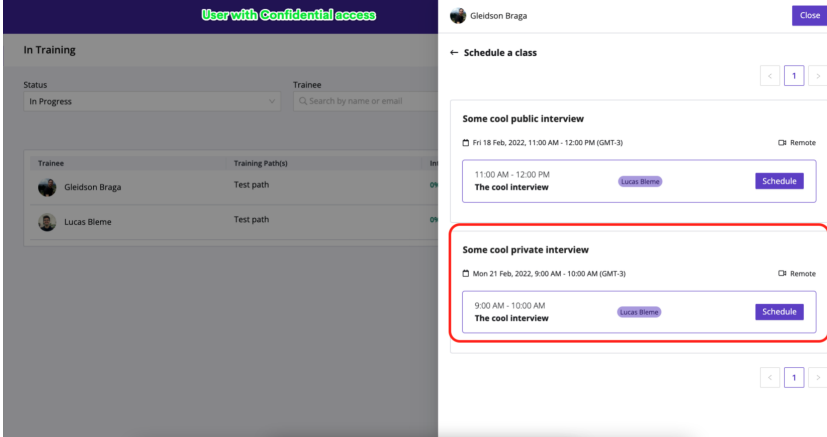
Dashboard Tab

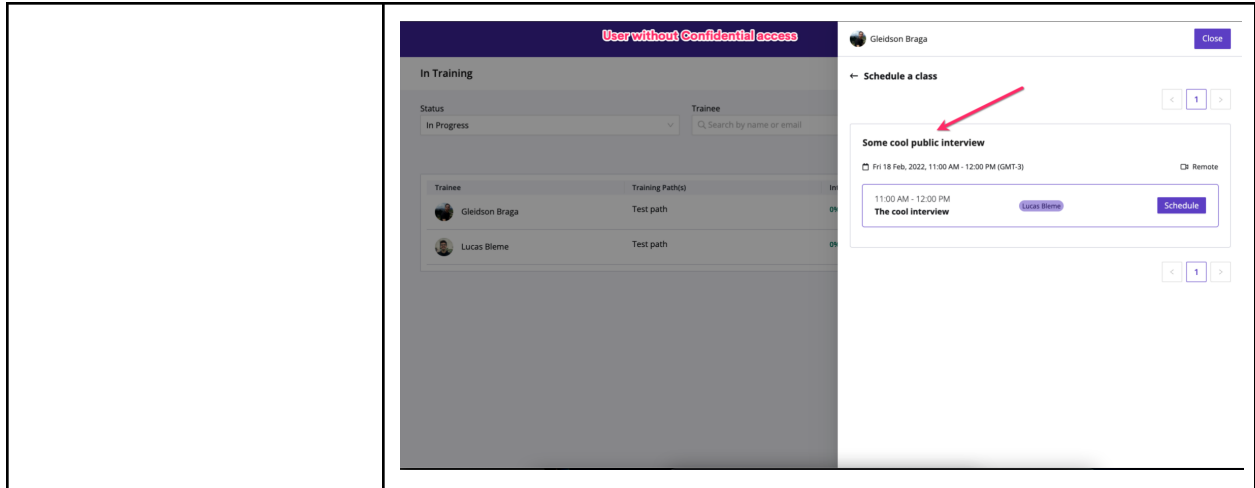
Component	Expected behavior
Search bar	<p>Users with confidential access: search results will include candidates who applied to confidential jobs</p>  <p>Users without confidential access: search results will not show candidates who applied to confidential jobs</p>
Main display list	<p>Users with confidential access: list will include confidential interviews</p>  <p>Users without confidential access: list will not include confidential interviews</p>

Candidates Tab

Component	Expected behavior
Search Results	<p>Users with confidential access: search results will include confidential jobs</p>  <p>Users without confidential access: search results will not show confidential jobs</p>

Training Tab

Component	Expected behavior
<p>“Schedule a Class” Workflow</p>	<p>Users with confidential access can schedule a trainee in a confidential interview if they wish to</p>  <p>Users without confidential access: confidential interviews will not show up as option for trainees</p>



Meet Tab

The Meet Tab functionality is not affected by Confidential Data.

Insights Tab

Component	Expected behavior
Job Search bar (on all the sub-tabs)	<p>Users with confidential access: search results will include confidential jobs</p> <p>Recruiting leaderboard ?</p> <div data-bbox="581 1360 1421 1822" style="border: 1px solid #ccc; padding: 10px;"> <p>Filter</p> <p>Coordinator ?</p> <input type="text" value="Type coordinator names or tags"/> <p>Job ?</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;"> × CEO (confidential) </div> </div>

Users without confidential access: search results will not show confidential jobs

Main display window (on all the sub-tabs)

Users with confidential access: list will include confidential job titles

▼ Lucas Bleme	0	7	7
> CFO (confidential)	0	1	1
> CEO (confidential)	0	5	5
> Full Stack Engineer - ...	0	1	1

Users without confidential access: confidential job titles will be masked (replaced with job ID from ATS)

▼ Lucas Bleme	0	7	7
> Confidential 83636b...	0	1	1
> Confidential dd98c4...	0	5	5
> Full Stack Engineer - ...	0	1	1

Email Report / Download CSV buttons

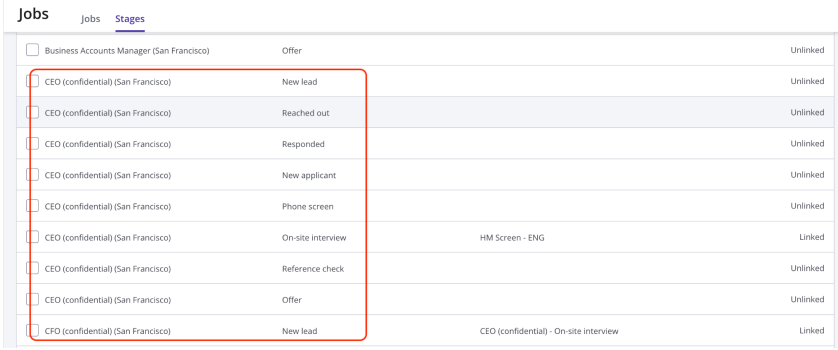
Users with confidential access: report will include confidential job titles

Name	Job	Stage	Scheduled Onsite	Scheduled Remote	Scheduled Total	Rescheduled Onsite	Reschedu
Team Total	N/A	N/A	0	21	21	0	
Dallas Frazer	Business Accounts Manager	On-site interview	0	3	3	0	
Lucas Bleme	CFO (confidential)	New lead	0	1	1	0	
Lucas Bleme	CEO (confidential)	On-site interview	0	5	5	0	
Lucas Bleme	Full Stack Engineer - SF	On-site interview	0	1	1	0	
Mo Marte	Full Stack Engineer - SF	Phone screen	0	5	5	0	
Mo Marte	Full Stack Engineer - SF	On-site interview	0	5	5	0	
Savio Tang	No job specified	No stage specified	0	1	1	0	

Users without confidential access: confidential job titles will be masked (replaced with job ID from ATS) in the report


Name	Job	Stage	Scheduled Onsite	Scheduled Remote	Scheduled Total	Reschedu
Team Total	N/A	N/A	0	21	21	
Dallas Frazer	Business Accounts Manager	On-site interview	0	3	3	
Lucas Bleme	Confidential 83636b89-694d-41d3-afb6-c1bf585ad828	New lead	0	1	1	
Lucas Bleme	Confidential dd98c476-bcd8-44df-b249-0890db87de59	On-site interview	0	5	5	
Lucas Bleme	Full Stack Engineer - SF	On-site interview	0	1	1	
Mo Marte	Full Stack Engineer - SF	Phone screen	0	5	5	
Mo Marte	Full Stack Engineer - SF	On-site interview	0	5	5	
Savio Tang	No job specified	No stage specified	0	1	1	

Settings Tab -> Jobs sub-menu


Component	Expected behavior
<p>Jobs sub-menu Search bar (applies to “Jobs” and “Stages” as well)</p>	<p>Users with confidential access: search results will include confidential jobs and stages</p> <hr/>  <p>Users without confidential access: search results will not show confidential jobs and stages</p>

Interview Scheduling “Drawer” UI

Close Continue >

 **Lucas Bleme** [↗](#) TBD
Email: lucasblemedemo42@goodtimedemo.com NEW

📅 REQUEST AVAILABILITY 📅 SCHEDULE NOW

 **Candidate Time Zone**
If none is selected, it will default to America/Los_Angeles

Select a time zone ▼

APPLICATIONS IMPORTED FROM ATS

<p>Position</p> <p>Backend Engineer (Job ID: 2222263) ▼</p>	<p>Stage</p> <p>Application Review</p>
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Priority: None High VIP


If a candidate applied to multiple job openings, some of which are confidential and some are not, this dropdown menu in the Scheduling “Drawer” UI will only show confidential jobs if the current user has been granted Confidential data access.



Interview Scheduling Workflow


Use case 1:

If a GoodTime User does NOT have Confidential Data Access, s/he can schedule interviews and choose the “Private Calendar Event” option. When activated, the resulting calendar event will be marked as private. Please be mindful that the interview itself will still be visible inside GoodTime to other GoodTime users. This option has been available in GoodTime in the past releases but the user interface has undergone a refresh. The button appears as in this screenshot:

Close Continue >

 **Lucas Bleme** [✉](#) TBD
Email: lucasblemedemo42@goodtimedemo.com NEW

 REQUEST AVAILABILITY  SCHEDULE NOW

 **Candidate Time Zone**
If none is selected, it will default to America/Los_Angeles Select a time zone ▾

APPLICATIONS IMPORTED FROM ATS

Position Backend Engineer (Job ID: 2222263) ▾	Stage Application Review
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Priority - None

Confidentiality

Interview Details

Interview Schedule

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

Use case 2:


If a GoodTime User has Confidential Data Access, s/he has an additional option to make an interview “Confidential” in GoodTime.



Notes:


- 1. Once confidentiality is set and the interview is scheduled, the confidentiality cannot be unset.

- Changes in the confidentiality made inside GoodTime will not be reflected back in the ATS. We keep the ATS as the source of truth.


Close

@ **Lucas Bleme**  TBD
Email: lucasblemedemo42@goodtimedemo.com NEW

 REQUEST AVAILABILITY  SCHEDULE NOW

 **Candidate Time Zone**
If none is selected, it will default to America/Los_Angeles Select a time zone ▼

APPLICATIONS IMPORTED FROM ATS

Android Engineer [Engineering Demo] (Job ID: 6545...  Preliminary Phone Screen


Priority - None None High VIP

Confidentiality None Private Calendar Event Confidential

Interview Details

Add Panel Events

There isn't an interview template linked to this job. Here you can use an existing template and create an Interview Panel from





Use case 3:



If your ATS supports confidential jobs (or private candidates in Greenhouse), and that the confidential flag is set, GoodTime will honor your setting in the ATS. In such cases, the confidential button will be turned on to indicate the fact that a confidential interview is being


scheduled. The button will not be click-able. This is to prevent any User from accidentally unsetting the confidentiality setting and resulting in an information leak.


Close

 **Lucas CEO Bleme CEO**  TBD


Email: andreybleme1@gmail.com NEW

 REQUEST AVAILABILITY SCHEDULE NOW

 **Candidate Time Zone**
If none is selected, it will default to America/Los_Angeles

Select a time zone 

APPLICATIONS IMPORTED FROM ATS

CEO (Confidential) (Job ID: 2232372)  Application Review


Priority - None

Confidentiality

[Interview Details](#)

Add Panel Events

There isn't an interview template linked to this job. Here you can use an existing template and create an Interview Panel from scratch.



Calendar Event and Visibility inside GoodTime

The following buttons control the visibility of the interview inside GoodTime and the calendar event.

Confidentiality

None

Private Calendar Event

 Confidential

Setting chosen:	None	Private Calendar Event	Confidential
Calendar event visibility	Will not be marked as “private”	Will be marked as “private”	Will be marked as “private”
Interview visibility inside GoodTime	Visible to all GoodTime users with “Member” or above permissions.	Visible to all GoodTime users with “Member” or above permissions.	Visible ONLY to GoodTime users with Confidential Access enabled.

Which calendar did my events end up in?

In order to preserve confidentiality, GoodTime’s behavior when placing events on calendars is different when the Confidential Interviews feature is enabled.

	Confidential feature ON	Confidential feature OFF
Calendar events placement	Both events will be created in the “Internal” calendar.	Interviewer-facing events will be created in the “Internal” (interviewers-only) calendar. Candidate-facing events will be created in the “External” (candidate-facing) calendar.
Why?	The “External” (candidate-facing) calendar is accessible (read+write) by your entire team. Events created on the external calendar are no longer confidential/private and can potentially be viewed by anyone. To preserve confidentiality, both events are therefore created in the “Internal” calendar.	Expected behavior in GoodTime

Known Issues

ATS incompatibilities

1. Greenhouse had support for confidential jobs in the past but is sunsetting the feature. It is not expected to work in GoodTime. However Greenhouse supports marking a candidate as “private”, GoodTime will honor the setting and interviews involving the “private” candidate will be confidential in GoodTime.

Data exports to Amazon S3

1. The data export to Amazon S3 is a raw data dump and no confidential filters will be applied.