

## Calendly – Interview Scheduling Tool



Calendly is a virtual scheduling platform designed to simplify the process of setting up meetings and interviews. With a Calendly account, you can include a scheduling link in the invitations to interview sent to candidates, saving your inbox the back and forth of scheduling emails and creating a more streamlined process for candidates.

Fortunately, setting up a Calendly account is simple and free.

### Step 1: Set Up an Account

1. Go to <https://calendly.com/>
2. Click Get Started and sign up by entering your email address or selecting 'Sign in with Google' or 'Sign in with Microsoft'.
  - If you use Google or Outlook for your calendar, select the respective option to ease the process of syncing your calendar later.
3. Fill in your personal information and answer the questions prompted by Calendly. If asked how you plan to use the platform, select the option 'On My Own.'

### Step 2: Set Up Integrations

Link your calendar

1. On the left, click the Integrations & Apps tab.
2. From the list, select Calendars and then click on the calendar type you'll be using – Google, Outlook, iCloud, or Exchange.
3. If you signed in with a Microsoft or Google account, your calendar information is automatically integrated. If you signed in with another email address, click the blue +Add Calendar Account and follow the steps to connect your calendar.
4. Configuration: Calendly offers two configuration settings to streamline the scheduling process:
  - Check for Conflicts – Use of this feature will depend on how your calendar is currently set up:
    - If you are blocking time on your calendar to hold for interview timeslots, make sure this feature is turned OFF by clicking edit and unchecking the box beside your email address.
    - If you are interviewing a candidate one-on-one and would like the calendar to automatically fill in timeslots during the times you are available on your calendar, leave this feature ON.
  - Add to Calendar – Make sure this feature is turned ON so Calendly will automatically update your calendar with interviews as they are scheduled. You can then add any additional hiring team members to the invitations as needed.
5. After your calendar has been linked, navigate back to the Home page.

# Council Leadership Initiative – Interview Scheduling



Link to a video conferencing app

1. Click the Integrations & Apps tab again, but this time select Video Conferencing.
2. Choose the video conferencing platform that you plan to use for interviews (Zoom, Google Meet, Microsoft Teams, Webex) and click Integrate Now.
3. Follow the prompts to finish linking your video conferencing platform with your Calendly account. With this integration set up, Calendly will automatically generate a video link and include it in the calendar invitation for both you and the candidate.

## Step 3: Set Up the Interview Link

1. Click Event Types from the tabs on the left.
2. One Event Type should be showing in your account called 30 Minute Meeting. Click the gear button in the top right of that box, then select Edit. A list of tabs will populate on the left of the page.
3. Click Event Details to update:
  - o Event name: Girls on the Run **Council Name – Job Position** Interviews
  - o Duration
  - o Location: Select phone call, video conferencing service, or in-person meeting
  - o Add a short description. Ex: Initial interviews for the Job Title position with GOTR Council Name
  - o Click Save and Close
4. Click Scheduling Settings to select:
  - o Date Range: Select the Within a Date Range option and include the start and stop date of this round of interviews.
  - o The Event Limits section will allow you to add buffer time between events, set the minimum advanced notice an interviewee can schedule within, and the maximum number of interviews you want to accommodate in a single day.
  - o Additional Options allow you to customize the time zone display and the time increments you'd like timeslots displayed in.
5. Click Booking Page Options to edit the name of the scheduling link and dictate what information is collected from interviewees as they schedule. You can pose additional questions as well; this is a great spot to ask for pronouns, preferred names, or other important details that will help us address our candidates correctly and respectfully.

After the link is complete, it should look similar to the boxes show below - Box A from your Calendly profile and Box B for interviewees as they schedule.

# Council Leadership Initiative – Interview Scheduling



GOTR Council Name - Job Title Interviews

45 mins, One-on-One

[View booking page](#)

Copy link

Box A

**GOTR Council Name - Job Title Interviews**

🕒 45 min

**Select a Date & Time**

September 2024 Thursday, September 5

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Time zone**  
🌐 Eastern Time - US & Canada (D-06pm)

- 9:00am
- 9:30am
- 10:00am
- 10:30am
- 11:00am
- 11:30am
- 12:00pm
- 12:30pm

Box B