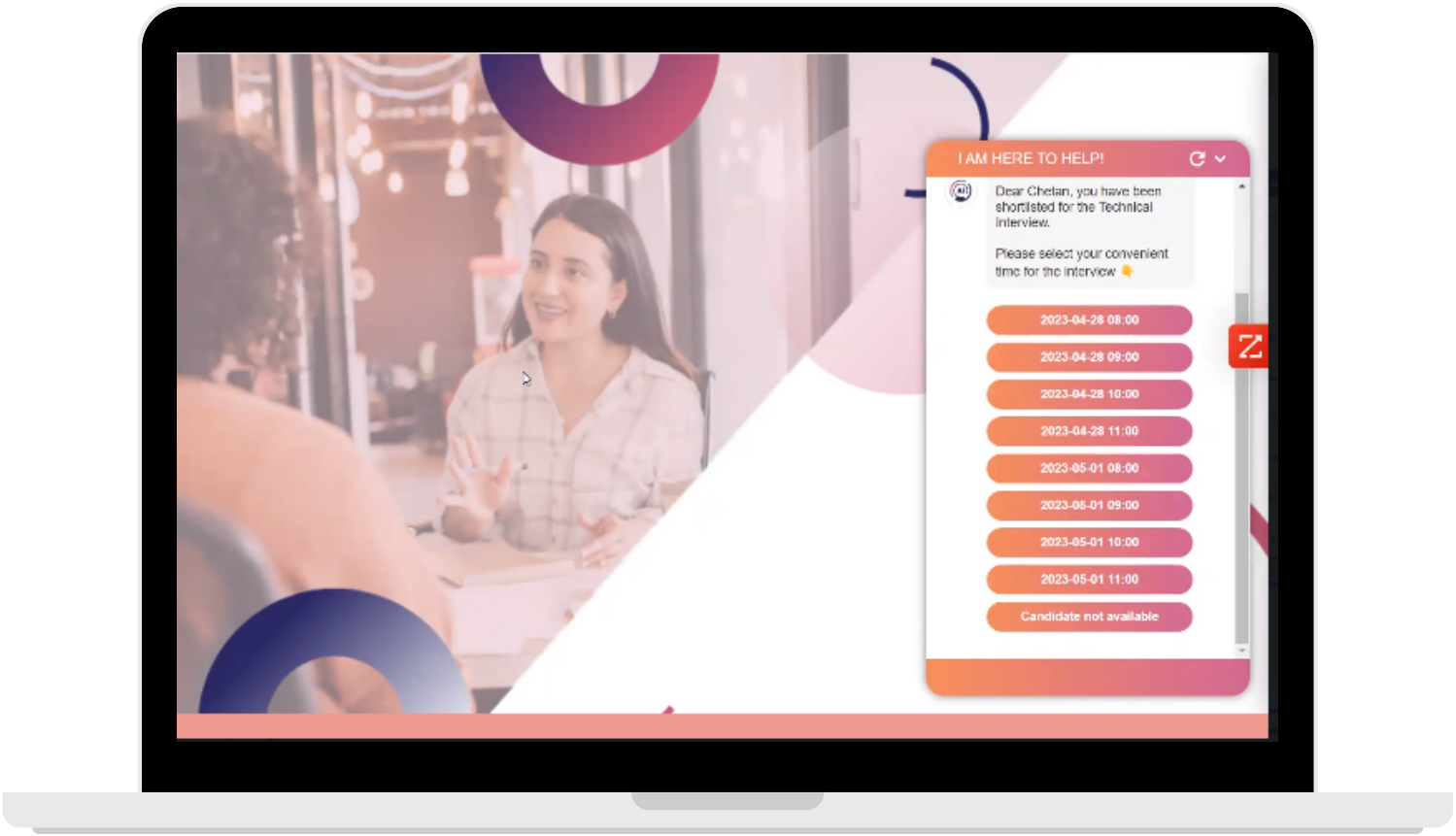
Introduce Automation to Your Interview Scheduling Process with JeevesAI



Time is an essential commodity for each organization, and optimizing and automating processes that do not suffer in the absence of human intervention is an investment that can reap exceptional results in the coming years and help stay ahead of the competition. Talent Acquisition is one such domain for organizations that can do much better with the right automation tools.



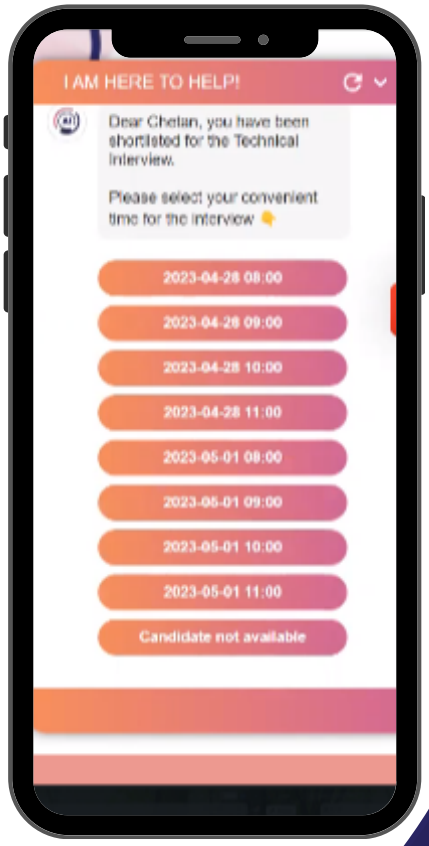
In a competitive hiring market, companies are losing sought-after candidates due to slow and manual hiring processes. The biggest hurdle that affects the success rate of recruiting teams is while they schedule an interview with a potential candidate through countless emails back and forth, the candidate is already interviewing with a competitor.

Streamline Your Interview Scheduling Process with AI Automation

Automation and streamlining capabilities of AI-enabled recruitment solutions are helping talent acquisition professionals to do better and do more of what they do best- candidate engagement and assist in strategic needs in the hiring process.

Automation introduced to various processes of recruitment is working really well for many organizations as the solutions have been achieving the estimated optimization in the process. One such process in recruitment is Interview Scheduling.

Recruiters currently need to go through a manual interview scheduling process that spans many systems. As a result of the delays and manual errors in candidate outreach for interviews, candidates and interviewers have had a worse than ideal experience.



Automated interview scheduling optimizes the workload of talent acquisition teams, enabling greater flexibility, automated management capabilities, and improved efficiency. Whether scheduling phone screens, event interviews, or complex interview days, automated interview scheduling ensures the process is streamlined for all participants.

Automated interview scheduling helps companies find top talent faster by avoiding losing candidates to unnecessary emails and phone calls.

Accelerate Your Hiring Cycle with

JeevesAI's Automated Interview Scheduling

With JeevesAI- the digital assistant by Recruitment Smart, organizations are expediting their time to hire and enhancing the hiring experience by removing the hassle of manually scheduling and rescheduling interviews with time slots that work best for both- the candidate and the recruiter.

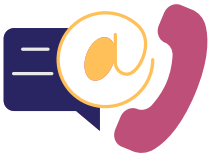


Hire the Best from Talent Pools by Enhancing Your Candidate Outreach Process

With JeevesAI, deliver a superlative candidate experience and candidate engagement that matches your organization's values and drives your employer brand by automating interview scheduling and managing calendars.

- Hassle-free interview scheduling and rescheduling to help top talent move faster through the hiring pipeline
- Eliminate Recruiter Fatigue and Motivate them to Build a Stronger Employer Brand
- Prioritization of the Interviewer's availability and balanced load distribution to empower recruiters
- 60% less manual effort on scheduling and candidate reach-outs
- 3x faster Interview Scheduling to Speed up the hiring process

Enhance Recruiter Efficiency with JeevesAI



Boost Recruiter Productivity with Omni channel support including WhatsApp, SMS, Web, etc.

Increased focus on the quality of hire by eliminating the manual effort of scheduling and rescheduling





Support global time zones & calendars, automatic syncing of schedules

Gain Access to Candidate Feedback and Experience Analysis to better optimize the hiring cycle





Improve the Offer Acceptance Rate by **30%**

How is Interview Scheduling Automation Improving Hiring Success Rate?

Recruiters juggle many pieces of the overall recruitment and hiring process. On top of working to meet aggressive hiring goals, recruiters manage a complex, ever-changing interview schedule for candidates and interview team members.

This can lead to delayed processes, due to hiring managers who take long to return emails, candidates who have changing schedules, and talent acquisition managers that fail to streamline the process in a way that more interviews can be closed.

With JeevesAI

- **Eliminates the back-and-forth emails and time-intensive phone calls**
- **Allows the hiring team to view upcoming interview schedules in real-time**
- **Talent acquisition teams can spend more time sourcing and engaging with candidates**
- **Delivers an exceptionally seamless candidate experience that leaves a superior employer brand impression**
- **Provides automated interview reminders to guarantee that all stakeholders are present at the time of the Interview**
- **Rescheduling ease & flexibility as most stakeholders have an ever-changing schedule**

Interview Scheduler by JeevesAI

In automating your interview scheduling process, JeevesAI takes the schedules of the following stakeholders into account to find available time slots with a single trigger:

1. **Candidate**
2. **Organizer/Recruiter (Invite sent from)**
3. **Interview Panel**

JeevesAI, without any human intervention, maps out the available time slots (1 to many & many to 1) available for all the key stakeholders in the interview process. This automation removes all the human efforts that go into scheduling and re-scheduling interviews.

Due to a constantly changing schedule, this automation becomes key in optimizing and speeding up the complete process while delivering ease and flexibility to all the stakeholders.



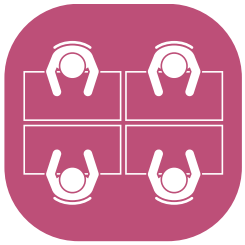
JevesAI is a holistic bespoke solution that provides every stakeholder in the interview process with ease and flexibility and makes sure that the interview takes place successfully without the need for any human intervention by getting access to their calendars. JeevesAI considers all the factors extensively while setting up the scheduler.



The configurable factors of all stakeholders taken into consideration before booking a time for the interview include the following:



Meeting hours



Number of slots per day



Interview Time Suggestion



Time zone conversion



Global Time zone calibration



Decline/ Re-schedule



Suggest slot limited days/period



Work week

With JeevesAI's automated interview scheduling, recruiters no longer have to seek answers for all the above factors and define and/or follow up on the availabilities of all stakeholders. The recruiter only has to send out the first trigger asking the JeevesAI bot to schedule an interview.

Lastly, the JeevesAI bot also curates the interview feedback from all stakeholders to further reduce the human effort for recruiters.

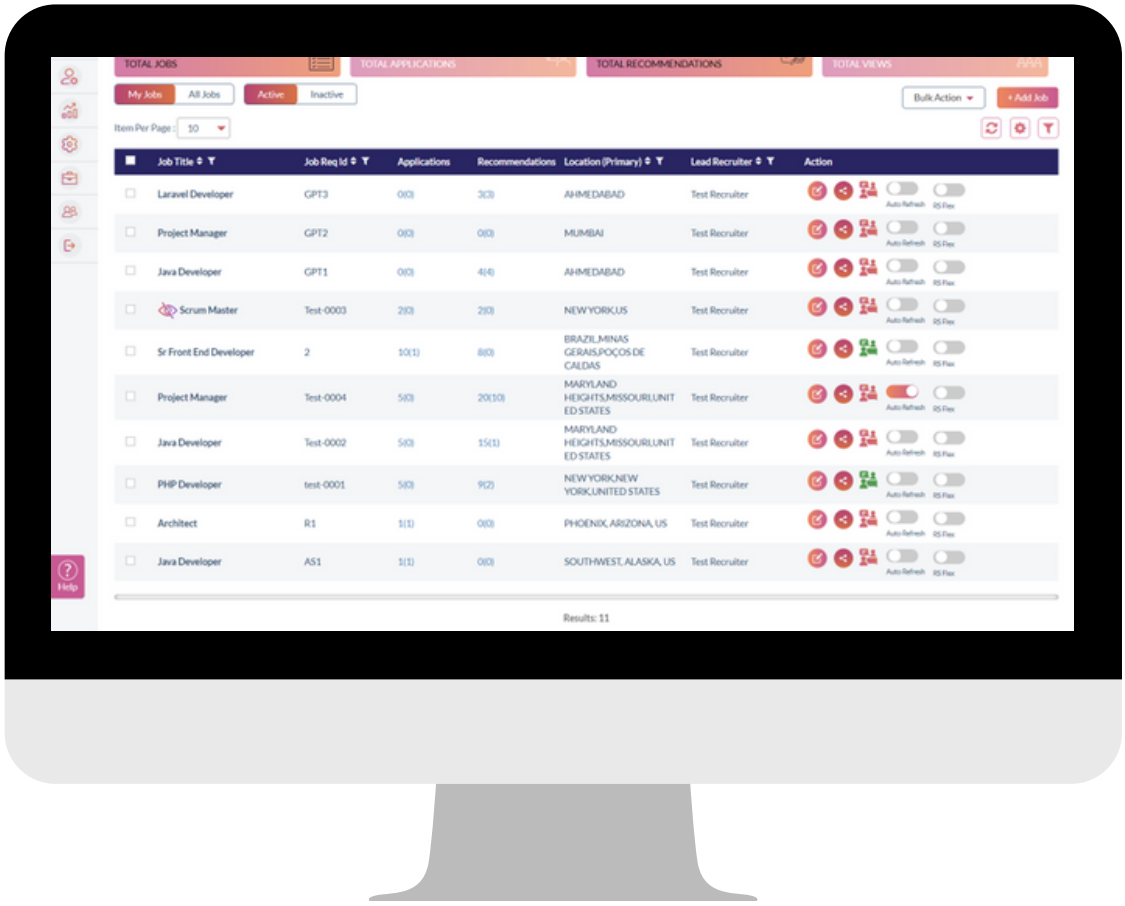
How does it Work?



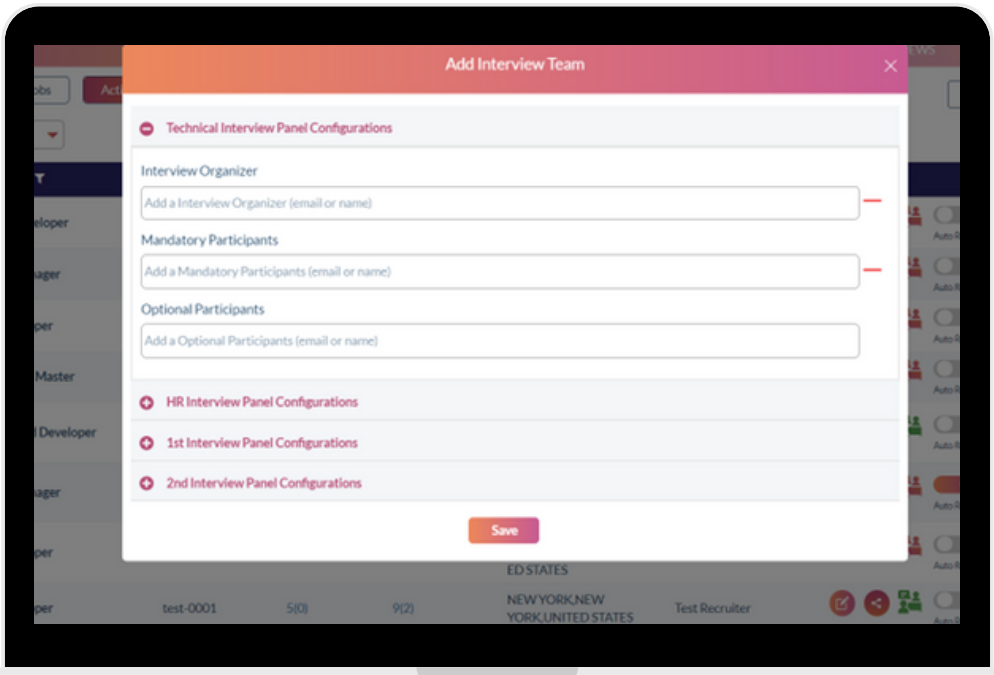
Scheduling interviews with JeevesAI is easier than ever for recruiters. With our automation features there is minimal intervention for recruiters to plan, schedule and manage the interview process of shortlisted candidates. Let's see, how JeevesAI is making recruiter's life easier with automation in Interview Scheduling.

To schedule an interview with JeevesAI:

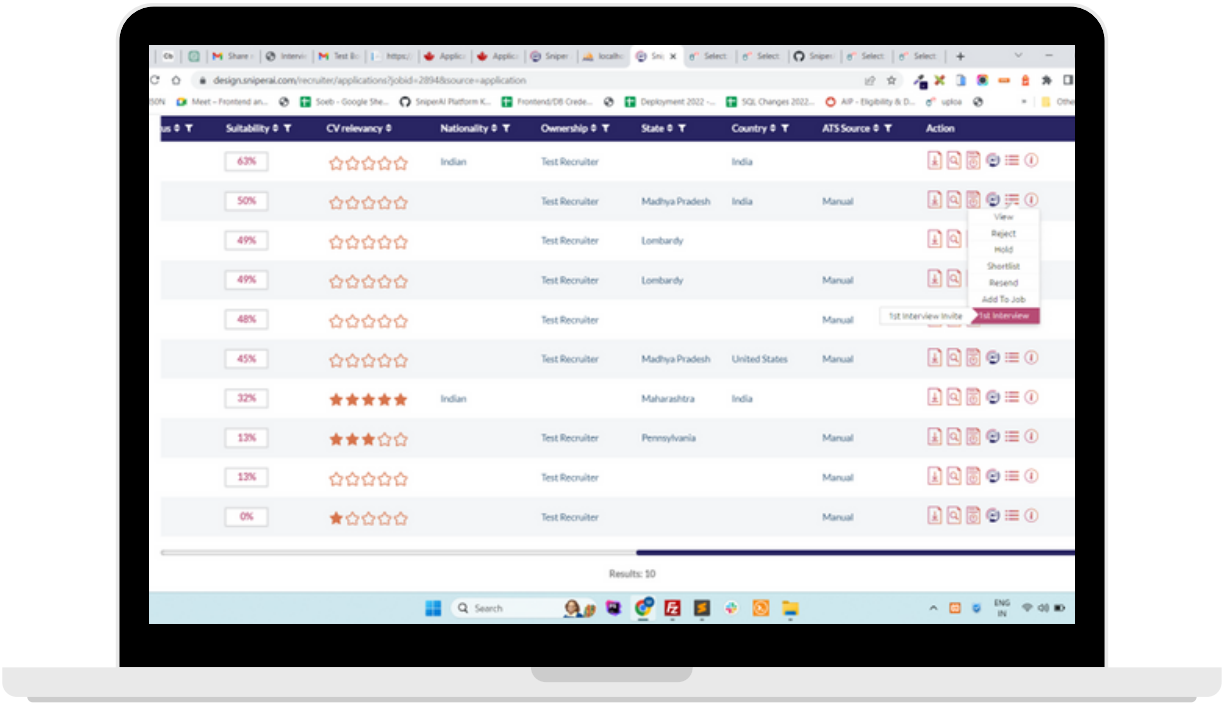
- To Send Interview Email, recruiter is given an option to select an email template.
- Candidates will open the email and select the suitable time slots for the interview based on the available times in the Interview Scheduler bot.
- Once the candidate selects the time slot, the candidate's status will be changed from Invite Technical Interview to Scheduled Technical Interview.
- Interview schedule email will be sent to only applications. JeevesAI will not show interview schedule status to recommendations.
- Recruiter can also select the candidates in bulk and send bulk email to all the candidates.



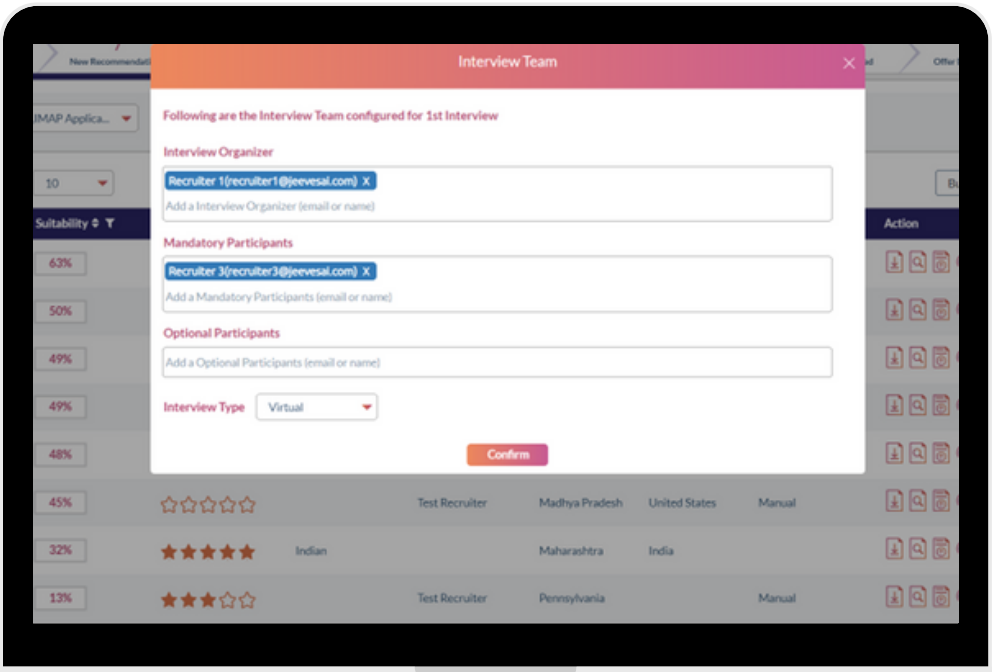
To add the Interview Team following popup will be displayed on the screen of the recruiter:



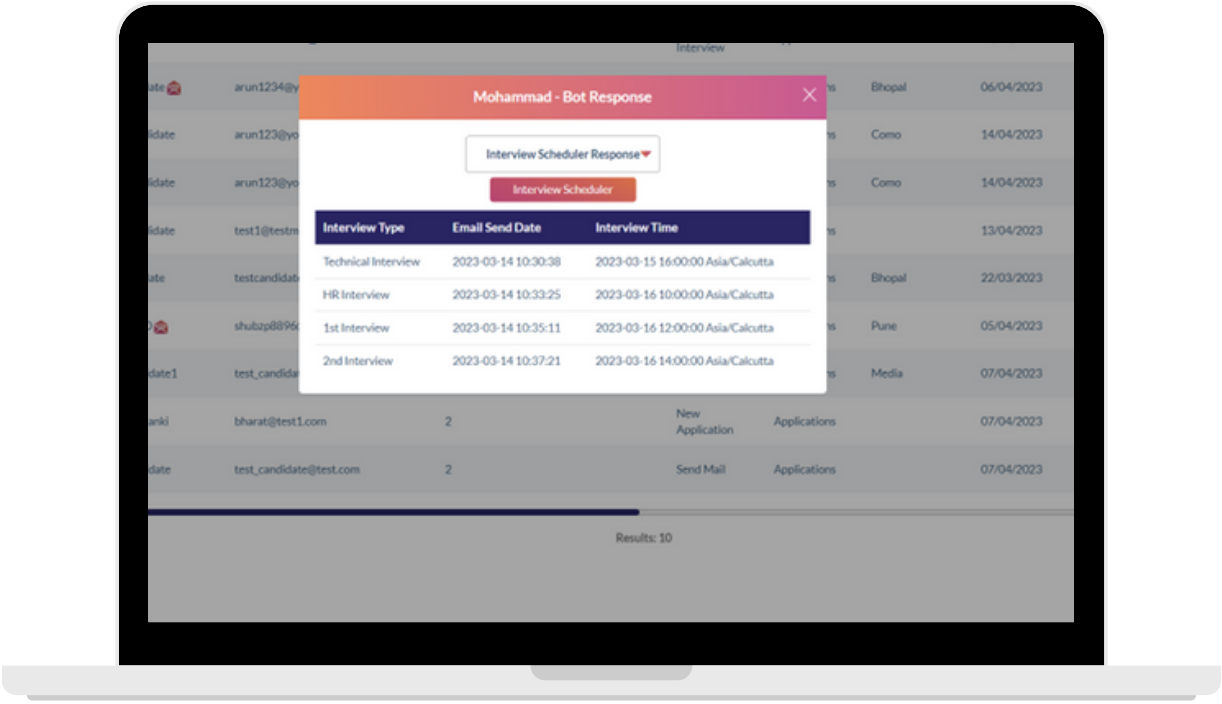
- **Once Interview Organiser and Mandatory Participants are added for a job the user will see Interview Invite status for all the candidates of that job**



- **Recruiter can enable and disable the Interview Team by clicking on the toggle button.**
- **Once the Interview invite action is clicked from the action dropdown, JeevesAI will show the configured Interview Team of that interview type as shown below.**



- **Once the interview schedule email is sent and the candidate has selected a suitable time slot, the Interview Invite action will be removed and Schedule Status will be updated for that candidate and selected time slot will be shown in the pop-up.**



- **To receive a Zoom Invitation of a Scheduled Interview the client has to create a Server-to-Server OAuth app as mentioned in the link below :**

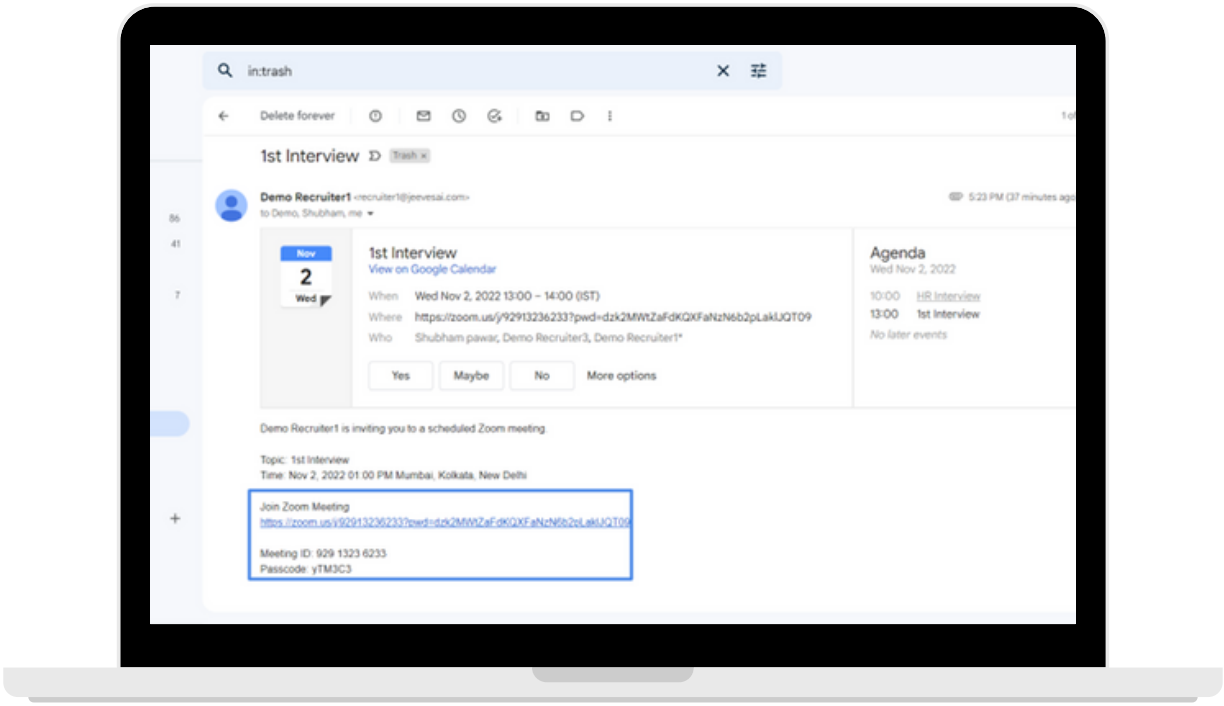
https://wiki.recruitmentsmart.com/en/Chatbot/setting-up-server-to-server-s2s-oauth-to-access-zoom-apis

- **Once the app is created the client must register the application in the Azure Portal to Connect with Microsoft Graph API using following link :**

https://wiki.recruitmentsmart.com/en/Chatbot/connecting-to-microsoft-services-through-microsoft-graph-api

- **Once above both the processes are done then for Receiving Zoom Invitation of a Scheduled Interview we have to pass is_zoom_invite parameter in Interview scheduler Configuration along with other configurations :**

- **Once is_zoom_invite parameter is passed as 1 the client and the candidate will receive the Invitation as below which will contain Zoom Meeting Link and Password :**





Engaging **Interview Scheduling** **On-boarding**



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