

# Interview scheduling and coordination

Automates interview scheduling by finding mutual availability between candidates and hiring managers, sending calendar invites, and tracking interview completion. Reduces scheduling time from hours to minutes while improving candidate experience.

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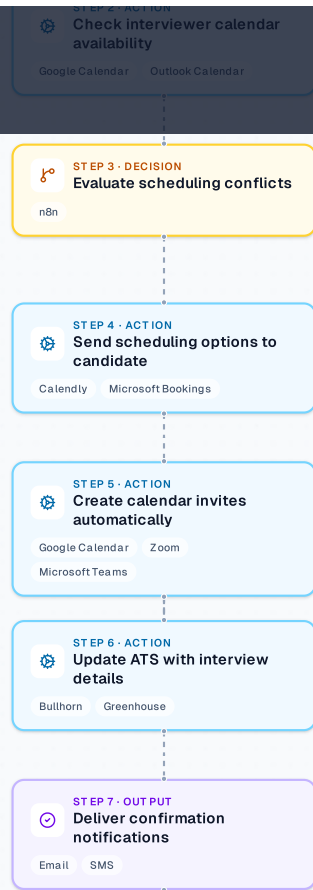
## WORKFLOW TRIGGER

Candidate advances to interview stage in ATS system

## Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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## Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

### Candidate reaches interview stage

ATS system triggers workflow when candidate status changes to 'Interview Scheduled' or similar stage. Pulls candidate contact info and interviewer assignments.

2

 ACTION

### Check interviewer calendar availability

Queries assigned interviewer's calendar to identify available time slots over next 7-14 days. Cross-references with candidate's provided availability windows.

Google Calendar

Outlook Calendar

3

 DECISION

### Evaluate scheduling conflicts

Determines if mutual availability exists between candidate and interviewer(s). Routes to automated scheduling if slots available, or escalates to recruiter if manual coordination needed.

n8n

4

 ACTION

### Send scheduling options to candidate

Emails candidate with 3-5 available time slot options and interview details. Includes calendar link for self-selection and confirmation.

Calendly

Microsoft Bookings

5

 ACTION

### Create calendar invites automatically

Generates calendar invites for all participants once candidate selects time slot. Includes interview details, video conference links, and candidate

6

 ACTION

### Update ATS with interview details

Records scheduled interview time, participants, and meeting details back in ATS system. Sets reminder notifications for follow-up actions.

Bullhorn

Greenhouse

7

 OUT PUT

### Deliver confirmation notifications

Sends confirmation emails to candidate and interviewer(s) with meeting details and preparation materials. Creates task reminders for post-interview feedback collection.

Email

SMS



### Outputs

- Scheduled interview with calendar invites sent
- Updated candidate record in ATS
- Automated reminder tasks for interview follow-up



## Key Metrics

- Average time to schedule interview
- Interview scheduling completion rate
- Candidate response time to scheduling requests



## Tools & Integrations

- Bullhorn
- Greenhouse
- Google Calendar
- Outlook Calendar
- n8n
- Calendly
- Microsoft Bookings
- Zoom
- Microsoft Teams
- Email
- SMS

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