AUTOMATED INTERVIEW SCHEDULING

The Complete Guide to Hassle-Free Interviews

INSIDE THIS GUIDE:

WHAT IS AUTOMATED INTERVIEW SCHEDULING?

In a traditional hiring scenario, after combing through dozens of applications, you settle on several candidates that you'd like to meet and learn more about. You begin the daunting process of reaching out via email or phone call to find a time that works for both of you to sit down for an interview.

Inevitably, some candidates don't answer and you leave a voicemail. Other candidates email you back right away, but don't have the availability you're looking for, so you have to send them another list of open time slots. This scheduling nightmare goes on and on, back and forth for days – and you've yet to lock down one interview!

Meet Autopilot, CareerPlug's new automated interview scheduling tool and the best way to get more interviews on your calendar with less work.

Automated interview scheduling allows candidates to schedule an interview with you based on your availability. Applicants receive a link where they can schedule the interview when it's convenient for them, so your calendar is working for you 24/7, without you having to manage it. Plus, candidates will receive automatic reminders before the interview which can reduce the chance of interview no-shows.

BENEFITS OF AUTOMATED INTERVIEW SCHEDULING

What really matters in hiring is meeting the right person and getting them excited to join your team. But that can be difficult to do when you're bogged down with all the administrative tasks that come with hiring on top of your day-to-day responsibilities!

Automating the tedious parts of your hiring process can help you focus on the most important parts.

Plus, automated interview scheduling improves candidate engagement. Candidates have a lot of options these days, so an employer that shows immediate interest in a candidate is an employer who receives immediate interest from a candidate.

WITH AUTOMATED INTERVIEW SCHEDULING YOU CAN:

> Get interviews scheduled with top candidates sooner than the competition

> Improve candidate engagement and decrease candidate ghosting

> Reduce the likelihood of interview no-shows

CAREERPLUG CLIENTS THAT USE AUTOPILOT:

Schedule up to
8X
more interviews

Spend up to
91%
less time scheduling

Enjoy
24/7
interview scheduling

HOW DOES AUTOMATED INTERVIEW SCHEDULING WITH CAREERPLUG WORK?

IT'S AS EASY AS 1-2-3!

1 **Integrate your existing calendar and set your availability.**

We get it – no one wants to have another calendar to keep track of. Luckily, with CareerPlug, you can connect your existing calendar to Autopilot. Our software integrates with all of the major web-based calendars:

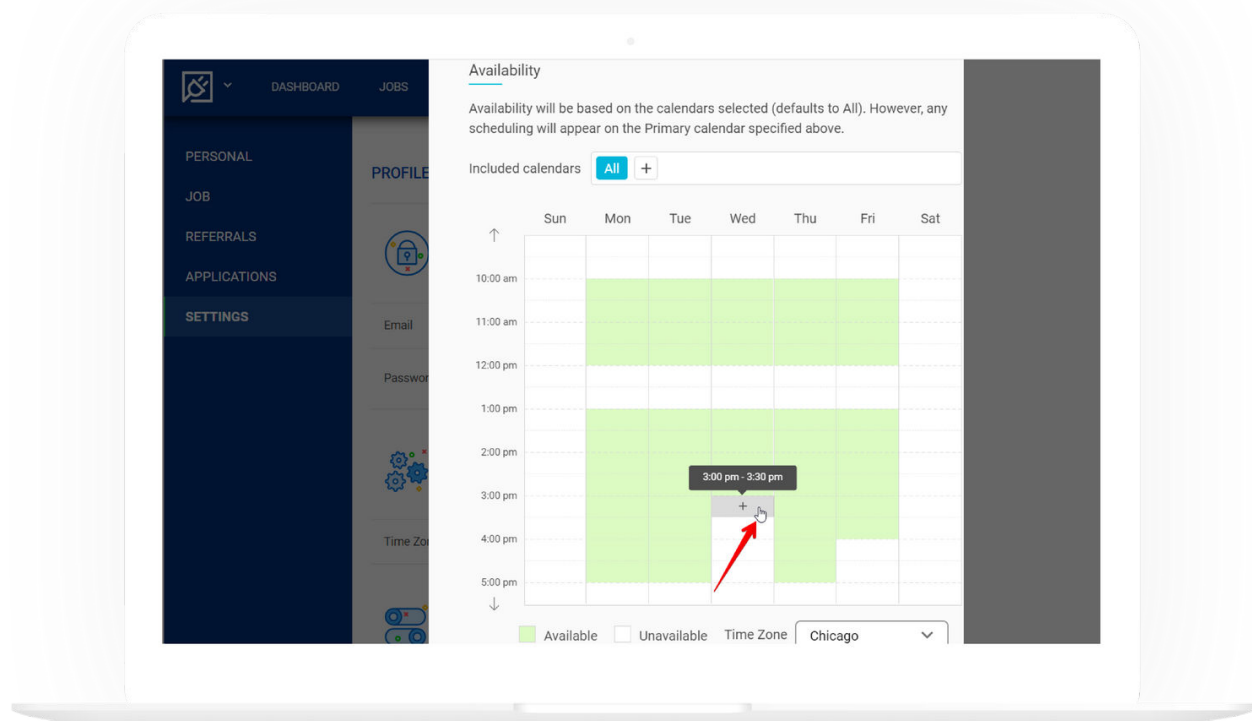31 Calendar   iCloud   Office 365   Exchange   Outlook.com

Choose the days and times that you are willing to meet with candidates for interviews and how much advance notice you'd like before a candidate can schedule.

2 Instantly send invites

Launch Autopilot as soon as a qualified applicant applies and send them a text (or email if they've opted out of texting) with a link to book an interview directly on your calendar – plus they get reminders if they haven't scheduled their interview yet. Set up pre-screen questions to immediately qualify applicants and fast track the most qualified candidates.
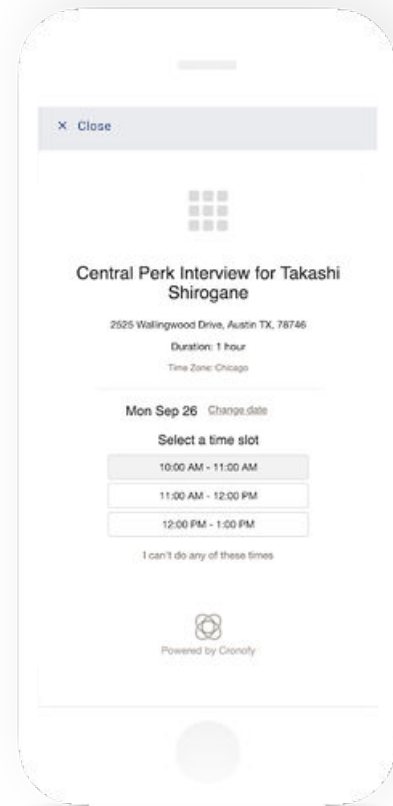
3 See interviews automatically show up on your calendar
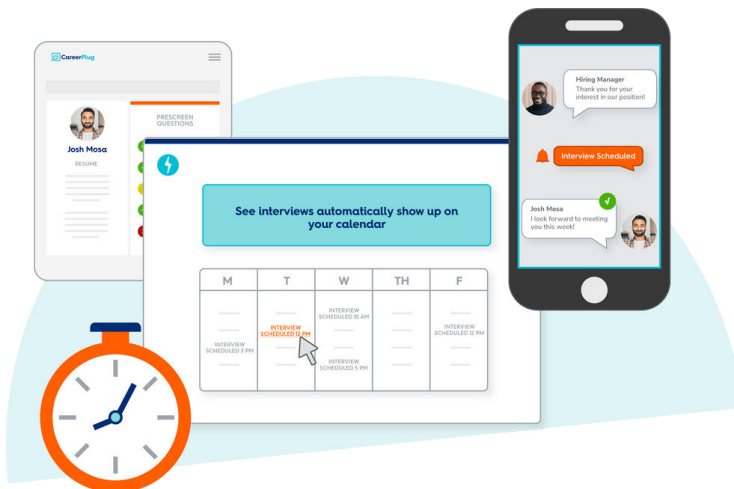
After you send applicants the link to book the interview, your calendar will start populating with interviews automatically.

FASTER INTERVIEW SCHEDULING CREATES A BETTER CANDIDATE EXPERIENCE

A great candidate experience can get more candidates to say yes to your job offers. Every year, we survey job seekers to learn what they think employers should do to improve the candidate experience. Again and again, their answers are the same:

Job seekers want `more transparency` and `improved communication` in a **hiring process.**

It's important to remember that candidates are just as busy as you are; they don't have time to waste with countless back and forth scheduling emails and phone calls either! Plus, a candidate that isn't sure where they stand because of a slow hiring process is much more likely to drop out in pursuit of other opportunities.

Candidates value prompt communication and the flexibility of being able to schedule an interview instantly on their own time. That's why CareerPlug's Autopilot uses text messaging – the preferred method of communication for today's candidates. **Texting candidates with a link to schedule an interview is more convenient for everyone.** It's a win-win.

REACH OUT SOONER WITH TEXT RECRUITING!

- 68% of recent job seekers told us that they've been contacted by an employer via text message during the hiring process.
- 84% of those job seekers said their experience with text recruiting was positive.
- Text messages have an 8x higher response rate than email.

Ghosts busted with Autopilot

Ghosting is a big problem in the hiring process – for both candidates and employers.

- 94% of employers have been ghosted by a candidate
- BUT we found that 45% of candidates have been ghosted by employers as well!

Candidate ghosting is a frustrating problem that wastes time in your hiring process. And employer ghosting, of course, creates a negative candidate experience and could do damage to your **employer brand.**

An **applicant tracking system** makes it easier to keep up with all the candidates in your pipeline and automate your communication with them, so no one slips through the cracks.

And since Autopilot sends text and email reminders to candidates before an interview, you can count on less candidates disappearing without a trace. Trust us: it's better to identify your disengaged ghost candidates using automation than to waste your time trying to track them down yourself. The hiring process just got a lot less spooky!

AUTOMATED INTERVIEW SCHEDULING MAKES YOUR BUSINESS MORE COMPETITIVE

There's an old rule in dating that says you should wait a few days before calling someone, so you don't seem too eager… but the opposite is true in hiring!

You want to reach out to candidates as quickly as possible. A candidate who doesn't hear from a job they applied to after a few days could have easily found another opportunity, leaving you to play "catch-up" and compete for their attention.

The competition for top talent has never been tougher, and you better believe that your competitors are contacting applicants fast.

Average Time to Contact Applicants

71%
OF EMPLOYERS CONTACT APPLICANTS WITHIN
24 HOURS.

46%
OF EMPLOYERS SCHEDULE INTERVIEWS WITHIN
48 HOURS.

THE "24-48-5" RULE

To stay ahead of the competition, we recommend that you:

Contact applicants within	Schedule your interview within	Hire within
24	**48**	**5**
hours	hours	days

"

We believe taking more than 5 days to hire causes a dramatic dropoff in an employer's ability to close the hire with the right applicant. 5 days is healthy. 3 days is WORLD CLASS. Greater than 5 days, you're settling or possibly losing out.

JENNY LEMAN | **CAREERPLUG PRESIDENT**

"

You can put your business at an advantage if you can contact applicants fast too, before the competition scoops them up. Automated interview scheduling does that for you.

Move candidates along even faster with Autopilot Fast Track

Using **pre-screen questions** on your application can help you quickly weed out unqualified candidates. And for those candidates that do check all your boxes? Move them to the front of the line using Autopilot Fast Track to automatically text them a link to schedule their interview.

Never miss out on the best candidates again.

HOW AUTOPILOT TRANSFORMED HIRING FOR THESE BUSINESSES

"Careerplug's Autopilot features cut my scheduling time into half. No more back and forth trying to figure out what time works best. Also, all candidates come through one pipeline, which saves me from manually tracking what step the candidate is in."

ANNET ASIO-PASQUALI | **VIBRANT HEALTH HOMECARE**

"Our team is always updating our processes and templates to improve applicant engagement and reduce interview 'no shows.' Our best efforts could not provide anywhere near the results that we have experienced using the Autopilot process. Now my calendar effortlessly fills with phone screens and in-person interviews that follow through with their appointments."

**JAMIE SUTTON** | **SERVICEMASTER**

ServiceMASTER Clean®

"Autopilot has become a game changer. We went from around 10-20% of applicants doing phone interviews (and that is after playing phone tag and not responding to my texts) to probably 60-70% of applicants completing a phone interview. This has led to a higher conversation from interview to hired for quality applicants. Autopilot has saved me about 3 hours a day chasing applicants, playing phone tag and texting just to get that first interview scheduled."

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JARED AMRAM | **OFFICE PRIDE OF NORTH GEORGIA**

READY TO PUT YOUR HIRING ON AUTOPILOT?
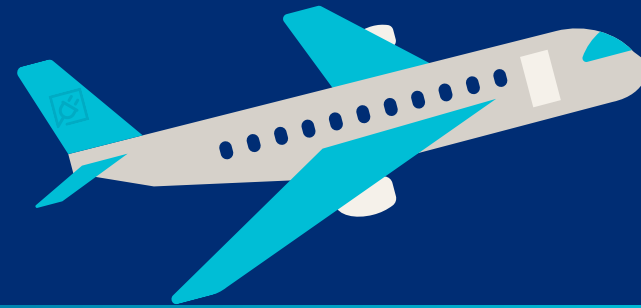
ALREADY A CAREERPLUG CLIENT?

Upgrade to Premium to start using Autopilot today.

LOGIN

Not sure where to start? View our Help Center article that walks you through how to upgrade, step by step!

WANT TO SEE CAREERPLUG PREMIUM IN ACTION?

Get a demo to see inside the software.

GET A DEMO

ABOUT CAREERPLUG

CareerPlug is a software company on a mission to solve the #1 challenge of running a business: attracting and hiring the right people. More than 16,000 clients love working with us because we give them a proven playbook to make the right hires. And you don't need to be an HR pro to succeed, since our software is easy enough for anyone to use.

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