

THE ULTIMATE
GUIDE TO

INTERVIEW SCHEDULING



Qualifi

POWERING THE FASTEST
PHONE INTERVIEWS IN THE WORLD!

WWW.QUALIFI.HR

HOW TO SAVE TIME WITH HIRING BEST PRACTICES

When your organization has ambitious growth goals, your hiring pipeline has to expand. One of the easiest ways to do that is by cutting out the time you waste scheduling, rescheduling, and tracking interviews. Streamlining your interview scheduling allows your recruitment team to focus on what matters – identifying and onboarding quality candidates.

We put together the Qualifi Ultimate Guide to Interview Scheduling to help you start saving time with your next hiring wave.



STEP 1: ALIGN WITH OTHER DEPARTMENTS

This doesn't have to be as daunting as it may sound. Start by gathering some key information from hiring managers. Use all of the answers to the questions below to start crafting your interview timeline:

- If they could review all of the initial interviews at once, how long would they need to consider the candidates?
- What are the hiring objectives for the next quarter or the next year?
- How many follow-up interviews they will be needed and who should be involved?
- Will the candidates need to perform any kind of assessment?

STEP 2: BUILD YOUR IDEAL TIMELINE

Take into consideration your organization's hiring goals, recruitment team KPI's, and the onboarding process.

- How long would each department need to consider all of the candidates at once?
- What are the hiring objectives for the next quarter or the next year?
- How many follow-up interviews will be needed and who should be involved?
- Will the candidates need to perform any kind of assessment?





STEP 3: WORK SMARTER, NOT HARDER

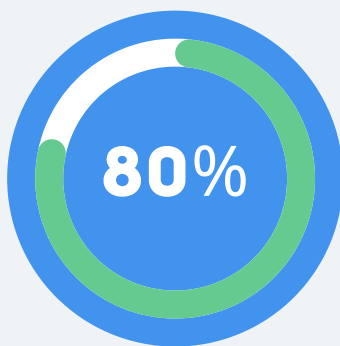
Consider bringing on new hiring tools to automate the parts of the processes that are pulling you away from finding quality applicants.

- Invest in tools that work alongside your Applicant Tracking System (ATS) to automate the process.
- Automate your interviewing scheduling process instead of playing email hot potato to find a time to meet.
- Use a phone interview system to interview large groups, quickly instead of wasting time in limbo.

Using these three steps, you will ensure that company goals are integrated into your recruitment plan, that candidates are moved through the pipeline quickly, and your time isn't spent chasing down schedules.

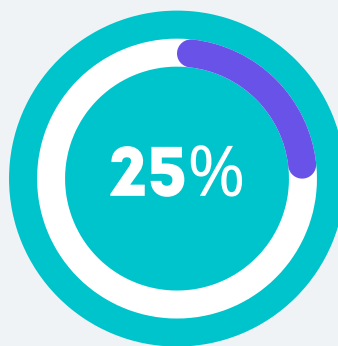
Speak with one of our Specialists today to learn more about Qualifi's hiring platform. No more back and forth to set up your interviews. Simply send an invite and watch interviews come through our platform the same day, decreasing your interview lead time from an average of seven days.

WITH QUALIFI...



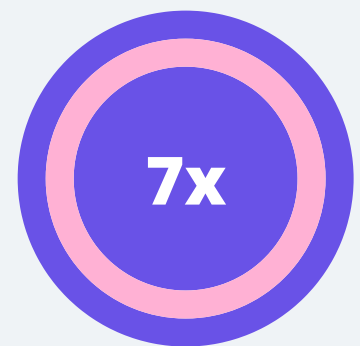
TIME SAVED SCREENING

Interview lead time drops from an average of 7 days to less than 1 day using Qualifi



RECRUITER HOURS GIVEN BACK

Recruiters get about 2 hours back in their day on average using Qualifi



ABILITY TO SCREEN CANDIDATES

Recruiters are able to screen 7x more people in a day because the average screening time is 5 minutes with Qualifi

