



WHAT WOULD YOU DO IF...
**YOU COULD SAVE 95% OF YOUR
INTERVIEW SCHEDULING TIME?**



Reduce how long it takes your customers to schedule interviews
by adding real-time calendar sync to your software



INTRODUCTION

Interview scheduling is a seemingly simple process that, if not streamlined, becomes costly and time-consuming. The longer it takes, the harder it is for companies to meet their talent acquisition objectives and provide a positive candidate experience.

56% of recruiters spend more than six hours per week scheduling an interview for one vacancy.* Adding real-time calendar sync to HR software reduces interview scheduling time by up to 95%.*

Cronofy's technology makes it an easier, faster process for recruitment coordinators, hiring managers, and candidates to schedule interviews.

It also helps software providers to build new scheduling features sooner, allowing them to attract more new customers and help even more people.

Let's take a look at the different types of interview, the problems with scheduling them, and how calendar sync can solve those issues...



CALENDAR SYNC RESULTS

INTERVIEW TYPE	INTERVIEW SCHEDULING PROCESS WITHOUT CRONOFY	INTERVIEW SCHEDULING PROCESS WITH CRONOFY*
One-on-one (high volume)	2hrs +	2-3 minutes to deliver interview invite
Panel interview	4hrs +	2-3 minutes to deliver interview invite
Group interviews	8hrs +	2-3 minutes to deliver interview invite
Sequenced Interviews	10hrs +	6-10 minutes depending on the interview process and who is involved



ONE-ON-ONE INTERVIEWS

On average, recruitment coordinators spend anything from two hours to two days waiting for availability confirmations from candidates and hiring managers.* Needless to say, this quickly adds up to a lot of time wasted for everyone involved.

A long and complex interview process risks frustrating candidates. They may pull their application or accept an offer from a competitor. Over time, this leads to a poorer employer brand, making it more difficult for companies to hire in the future.

With Cronofy's technology, interviewers can connect their calendars to HR software and share their real-time availability. Regardless of what calendar service they use, the recruitment coordinator can see when they're free and use this to generate a booking link for candidates.

This booking link reflects the interviewer's availability and updates in real-time. Candidates don't have to take an awkward phone call at work – they can pick the time slot that they want in a couple of clicks.

Candidates, meanwhile, can choose their interview slot based on the interviewer's real-time availability. As soon as they've booked a slot, it's blocked out in the hiring manager's calendar, meaning nobody else can book that slot for an interview, meeting, or any other appointment. It's a faster, smoother process for everyone involved.



PANEL INTERVIEWS

Panel interviews involve several people interviewing one candidate at the same time. This is the most common type of interview that we see, but it's often a headache to find a time when everyone on the panel is available.

59% of recruiters say that it takes over six hours to schedule an interview. 61% say that scheduling conflicts cause issues.* It's no surprise really – the more people that are involved in the process, the more complex things get.

Recruitment coordinators have to send numerous emails or make multiple phone calls to find a time when hiring managers can meet with a candidate. But just one vacancy requires interviewing several candidates, making this process even more long-winded. The more candidates that are interviewed for the role, the longer this takes.

Real-Time Scheduling works out the times when every member of the interview panel is free. Available time slots change as interviewers are added or removed. Recruiters are in complete control while interviewers don't have to worry about rearranging their schedules.

A booking link can be sent to candidates the same as it would for a one-on-one interview. This can then be sent to candidates via email, text, or even via a chatbot.

Recruitment coordinators, meanwhile, save hours on each vacancy that's filled. It takes them the same length of time to schedule a panel interview as it does a one-on-one interview.

Once a candidate has selected the interview slot they want, the calendar invitation can be sent with Cronofy's Smart Invite feature. Using this, companies can track if a calendar invite has been accepted, declined, or moved. This feature gives companies added insight without the need to connect to candidates' calendars. If a candidate doesn't accept the calendar event recruiting administrators can chase them up. This helps to prevent any miscommunications or missed interviews.



GROUP INTERVIEWS

Group interviews are an effective way for businesses to filter through large numbers of candidates in a short space of time. However, the more candidates that are involved in an interview, the harder it is to find a suitable time and location. It doesn't have to get complicated, though.

Calendars can be set up for meeting rooms. These work with our scheduling technology to suggest time slots to candidates when interviewers and a meeting room are available. The capacity of the meeting room can also be factored in.

The time slot closes once the required number of applicants is reached. For example, if a group interview activity requires 10 candidates, as soon as 10 candidates have chosen that slot, it will no longer be offered. Should one of them cancel or rearrange, the slot will reopen for another candidate to choose.

When candidates book their interview, it looks the same as it would for a one-on-one or panel interview. They open the booking link then can choose between the list of available interview slots. This means they're less likely to have to reschedule other appointments to attend the interview, and businesses are less likely to miss out on top talent if they can't reschedule prior commitments.



SEQUENCED INTERVIEWS

Sequenced interviews are the most complicated type of interview to schedule. They involve candidates meeting with several staff members or departments over the course of the day (or sometimes several days). This may involve an introductory session, a panel interview, then a HR debrief.

Multiple people to coordinate on both ends means even more time is wasted for everyone involved. It's a highly complex process that requires cross-checking multiple calendars to identify a time when each hiring manager is available for each interview stage. This has to be repeated for multiple candidates, causing additional stress for recruitment coordinators responsible for this process.

It often results in hiring managers needing to cancel internal meetings, or interviews needing to be scheduled several weeks in advance. In that time, candidates can be picked up by competitors. The business then risks losing out on the best person for the role due to its complicated hiring process.

Using Real-Time Scheduling and our Availability API, recruitment coordinators are saved from needing to coordinate everyone's schedules manually.

Sequenced Availability works out the best day and time for an interview sequence based on the consecutive schedules of interviewers.

Different lengths of time can be set for each interview. Buffer periods can also be added between each stage, allowing candidates time to move between interviews and interviewers time to prepare for the next candidate.



THE RESULT

Using real-time scheduling features during the interview booking process reduces the time this process takes by up to 95%. If the average cost to hire is \$4,000¹, that means businesses can reduce their cost to hire by up to \$3,800 from creating a more efficient interview scheduling process.

Hiring managers don't need to get involved in the scheduling process once their calendars are synced with the HR software. This gives them more time to prepare for the interview, allowing them to make more informed hiring decisions. They also don't need to worry about rearranging their schedules as interviews can be scheduled around their commitments.

Recruitment coordinators can save more than a full working day every week thanks to automation. There's no more need for tedious processes, long email chains, or numerous phone calls.

A clearer, simpler interview scheduling process is also more appealing to candidates. This makes them more likely to recommend the company to friends and family (as customers or future employees) even if they're unsuccessful in their application. Unsuccessful candidates may even reapply for positions in the future or leave a positive review online if they experience a clear and user-friendly process.

This helps to improve the business's employer brand, assisting with future talent acquisition objectives. With as much as 20% of employee turnover happening in the first 45 days², ensuring that businesses hire the right person the first time around makes a huge difference to the money spent onboarding new hires.

A seamless, embedded interview scheduling experience reduces friction for everyone involved. It helps businesses to meet their talent acquisition KPIs faster, too. For companies with a high acquisition rate, this saves thousands of hours and hundreds of thousands of dollars every year.



**95% time saved
on interview scheduling**



¹ blog.nextwavehire.com/employer-branding-statistics

² blog.clickboarding.com/18-jaw-dropping-onboarding-stats-you-need-to-know

CREATE A FASTER INTERVIEW SCHEDULING PROCESS FOR EVERYONE

Connect your software to hiring managers' calendars using Cronofy's universal scheduling technology. It works with all major calendar services without compromising on data security.

Benefits for candidates:

- Can book interviews in their own time
- Faster interview scheduling process
- Calendar reminders with automatic updates and extra information

Benefits for recruitment coordinators:

- Reduce interview scheduling time by up to 95%
- Save time scheduling even the most complicated interview types
- Cheaper hiring process

Benefits for hiring managers:

- No need to coordinate their schedules
- No risk of double-bookings
- Better employer brand, which means better quality candidates





We found Cronofy to have very robust, clean, and well-documented technology. The ability to sync to any major calendar type as well as their real-time scheduling feature – through real-time booking links – provided us the tools we needed to provide extensive calendar scheduling tools to our ATS clients.

Jim Garrison, CTO - The Applicant Manager



How could universal scheduling enhance your software?

Contact us today to find out.

Do you use an ATS or HR software that doesn't have real-time scheduling?

Get in touch to see how we could help.

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