

# Interview Scheduling with Outlook 365 or GSuite

Ensure interviews are seamless for candidates & interviewers with an approved, integrated email client.



## It all starts with an interview

Interviews should be one of the most exciting parts of the hiring process and our integrations with Outlook 365 & GSuite help make that a reality in Talent Hub. Rest easy knowing that candidates and interviewers are getting what they need by scheduling interviews from within Talent Hub.

We're excited to walk you through how to schedule interviews and collect feedback:

### 1 Set your preferences

Never miss an interview by integrating with your calendar of choice: Google GSuite or Microsoft Office 365.

### 2 Schedule interviews, step by step

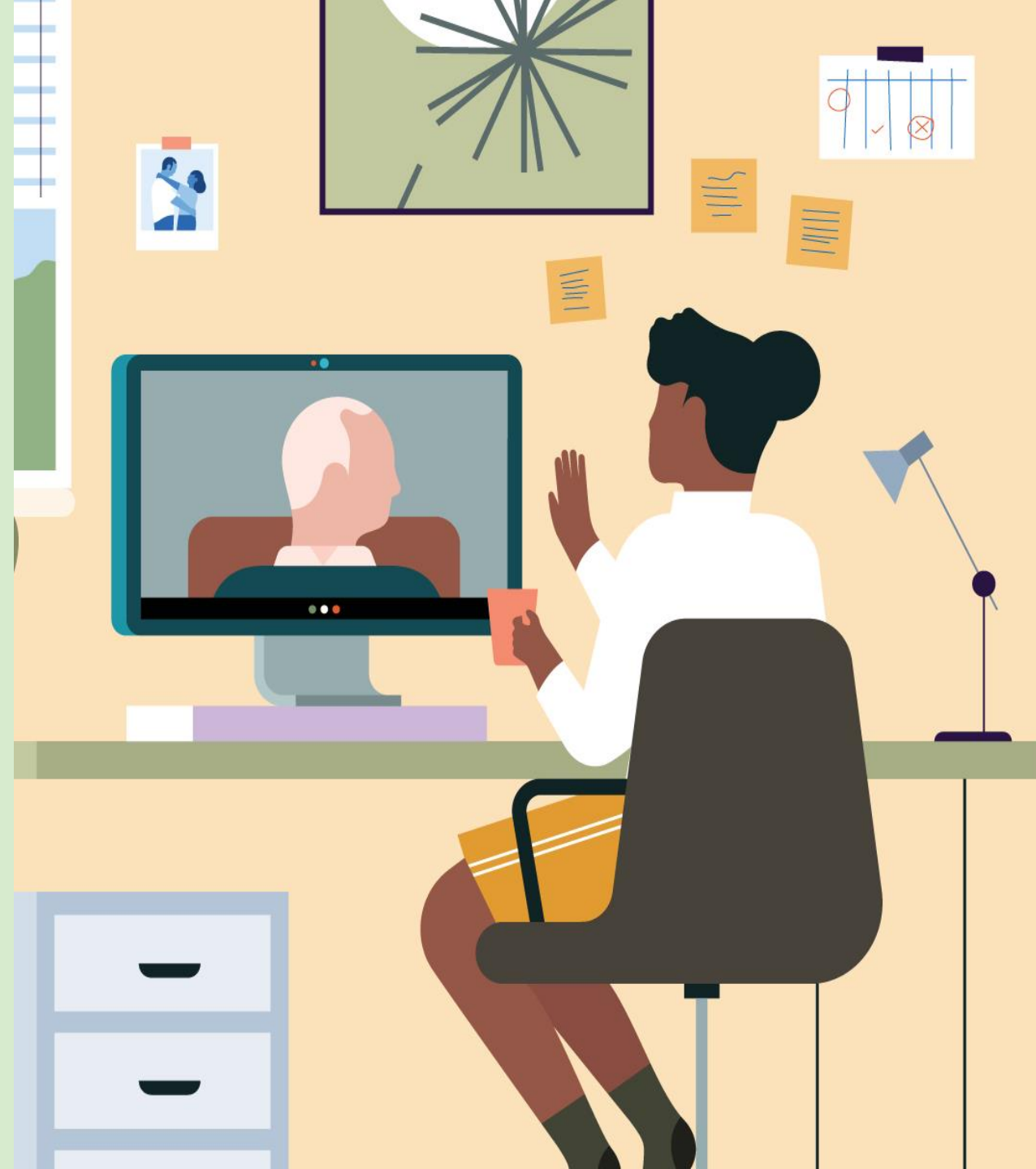
Hire qualified talent by connecting candidates with your team and manage the invitation process from within Talent Hub.

### 3 Collect team feedback

Prepare interviewers for the conversation and ensure timely feedback by sending Scorecards directly to their inbox.

### 4 Control visibility into interviews scheduled

Manage your calendar settings to view the interviews you need to keep track of.



## Preferences

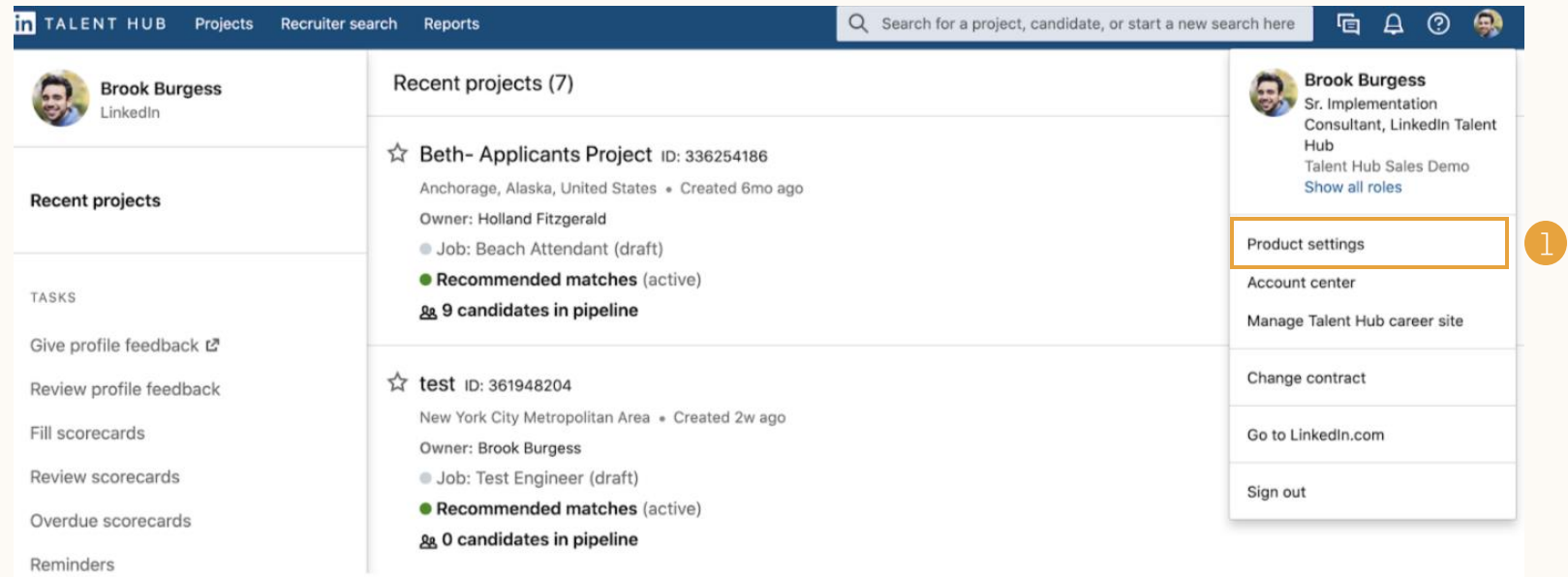
### Integrate your calendar

Seamlessly schedule interviews and view your message history by integrating with Google GSuite or Microsoft Office 365 with Talent Hub.

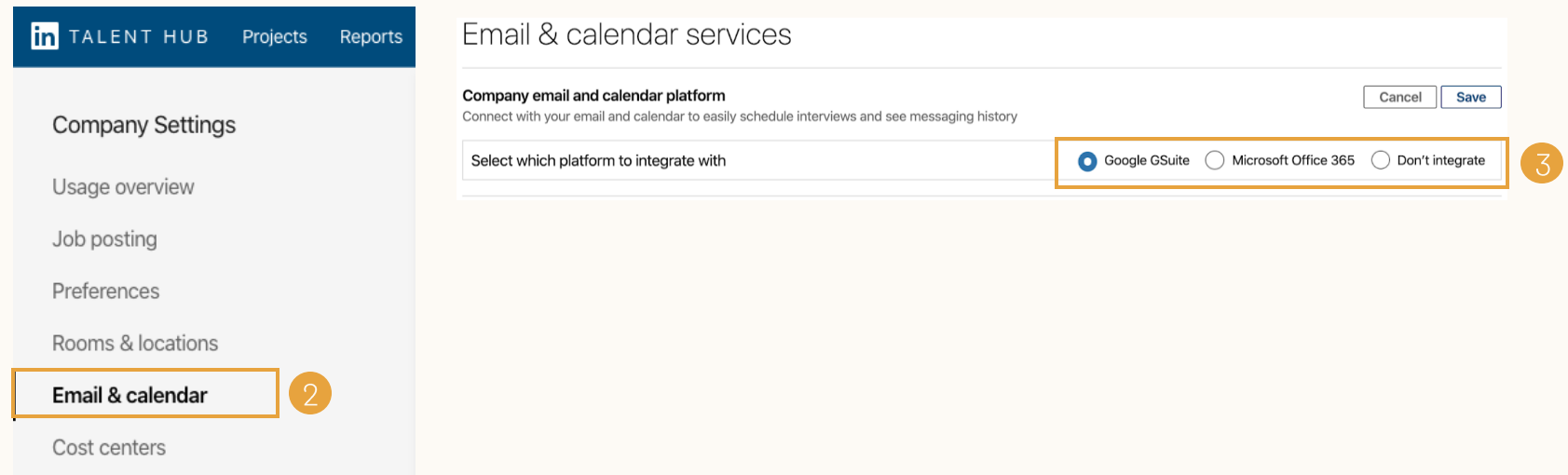
Click on your profile icon in the top-right corner, then click on “Product Settings.”

Click “Email & calendar” from the left sidebar and select your preferred email platform to integrate with. Once saved, you'll need to follow the guide for [GSuite](#) or [Microsoft](#) to complete the integration setup.

If you do not use Google GSuite or Microsoft Office 365, [follow these instructions](#)



The screenshot shows the Talent Hub interface. At the top, there's a navigation bar with 'TALENT HUB', 'Projects', 'Recruiter search', and 'Reports'. A search bar is on the right. Below the navigation bar, the user profile for 'Brook Burgess' is visible. The 'Recent projects' section shows two projects: 'Beth- Applicants Project' and 'test'. The user menu on the right is open, and 'Product settings' is highlighted with an orange box and a circled '1'.



The screenshot shows the 'Email & calendar services' settings page. The left sidebar has 'Company Settings' expanded, and 'Email & calendar' is highlighted with an orange box and a circled '2'. The main content area shows the 'Company email and calendar platform' section. Below it, there's a section titled 'Select which platform to integrate with' with three radio buttons: 'Google GSuite' (selected), 'Microsoft Office 365', and 'Don't integrate'. The 'Google GSuite' option is highlighted with an orange box and a circled '3'. There are 'Cancel' and 'Save' buttons at the top right.

# Preferences

## Set reminders for feedback

When an interview scheduled from within Talent Hub begins, all interviewees will receive an email including a [Scorecard](#) to provide their feedback once the interview is complete.

To provide interviewees a reminder if the Scorecard is not filled out within 48 hours from the time of the interview, you can enable email reminders within the Preferences section of Product Settings.

Once enabled, interviewees will receive email reminders every 48 hours after the interview for up to 7 days, or until the Scorecard is filled out – whichever comes first.



Talent Hub

Projects

Recruiter search

Reports

Preferences

Require two-step verification

InMail usage limit

Enable bulk messaging restrictions

InMail default visibility

View reporting of other users

Enable cross-contract reporting visibility

Manage who can view and export sensitive candidate data

Enable cross-contract visibility

Tracking ID for searches and InMail

Hide profile photos

View Media Analytics reports

Enable recurring email reminders for interview feedback

Company Settings

Usage overview

Job posting

Preferences

Rooms & locations

Email & calendar

Cost centers

Recruiting Settings

Tags

Custom fields

Message templates

Approvals

Interview templates

Scorecard templates

Hiring process

Source tracking

Advanced

Import/Export

Integrations

My Account Settings

Individual integrations

Preferences

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Enable recurring email reminders for interview feedback

Turn on to enable automatic email reminders.

in

Swati Raina

LinkedIn Talent Solutions

Leave your interview feedback

Swati BugBash

Sanket Dhopeswarkar

Candidate

Engineering at LinkedIn

There is a chance that you may lose this candidate if the scorecards are not filled on time, or accurately.

Fill scorecard

You are receiving LinkedIn Talent Solutions emails.

This email was intended for Swati Raina (Product Manager @ LinkedIn). [Learn why we included this.](#)

LinkedIn

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# Preferences

## Setup video conference

LinkedIn Talent Hub’s rich ecosystem of video conferencing providers allows you to seamlessly schedule interviews with

Talent Hub

Projects

Recruiter search

Reports

Preferences

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Company Settings

Usage overview

Job posting

Preferences

Rooms & locations

Email & calendar

Cost centers

Recruiting Settings

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Custom fields

Message templates

Approvals

Interview templates

Scorecard templates

Hiring process

Source tracking

Advanced

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Integrations

My Account Settings

Individual integrations

Preferences

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in

Swati Raina

LinkedIn Talent Solutions

Leave your interview feedback

Swati BugBash

Sanket Dhopeswarkar

Candidate

Engineering at LinkedIn

"There is a chance that you may lose this candidate if the scorecards are not filled on time, or accurately."

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# Scheduling interviews

## Connect with candidates

Finding your next exceptional hire begins with scheduling an interview.

Navigate to a candidate in the “Pipeline” tab. Click the ellipses and select “Schedule interview” from the drop-down. This option only shows for candidates in the screen or interview stages.

Select the “Date” and “Time zone.”

Select an “Interview template” on the right. **Tip:** Create templates for different roles, types of interviews (i.e. behavioral, technical), or stages of the interview process.

Click “Add to schedule” to assign your interview panelist(s).

The screenshot shows the LinkedIn Talent Hub interface for a candidate named Taisha Hassan. The interface includes a top navigation bar with 'TALENT HUB', 'Projects', 'Recruiter search', and 'Reports'. Below this is a search bar and a 'Post job' button. The main content area is divided into a left sidebar with 'My pipeline' (All active candidates: 7, Archived candidates: 0, Uncontacted: 2, Contacted: 0, Replied: 0, Recruiter Phone Screen: 3, Hiring Manager Phone Screen: 0, Technical Screen: 0) and a main panel for the candidate's profile. The candidate's profile includes a search bar, a '3 RESULTS' indicator, and a list of stages: Current (Aerospace Engineer at Allitronics International - 2016 - Present), Past (Aerospace Research Engineer at Allitronics International - 2010 - 2016, Systems Engineer at Spaceflash - 2006 - 2010), Education (University of Toronto Engineering, MS Aeronautical and Mechanical Engineering - 2006 - 2010), Contact (sazadan+taisha@firewoodmarketing.com, +19999999999 (Cell)), Activity (1 note, Applied to 1 job, In 3 projects, 3 views), and Saved by (Implementation L. on July 8, 2020). A dropdown menu is open next to the candidate's profile, showing options: Change stage, Archive, Schedule interview (highlighted with a red box and a red circle with the number 1), Run background check, Send document for signing, Add note, Share for review, Add tag, and Save to another project.

The screenshot shows the 'Schedule interview for Megan' form in the LinkedIn Talent Hub interface. The form includes a 'Date' field (4/9/2020) and a 'Time zone' field (America/New\_York (-04:00)), both highlighted with a red box and a red circle with the number 2. Below these fields is a 'Schedule overview' section with a table showing time slots (12 AM, 01 AM, 02 AM, 03 AM) and a 'Add to schedule' button (highlighted with a red box and a red circle with the number 4). To the right of the form is a dropdown menu for 'Interview template' (highlighted with a red box and a red circle with the number 3), which lists several templates: No template, Software Engineer, CRM consultant Template, RohitTest, Final interview, CSM Interview Panel, Project Manager Interview Template, Recruiter Demo, Sales Engineer Interview Template, and Interview Template.

## Scheduling interviews (Cont.)

### Manage & review invitations

Maintain control over candidate interviews with the ability to view all scheduled interviews and review them prior to sending.

Once you add in the interviewers – you can include room booking and/or virtual conference information aligned to the time that works best for their calendar. When complete, select “Review invitations.”

Edit the text and click “Send invitation.” Your message and the Scorecard link will be sent to the interviewer’s registered Talent Hub email.

**Tip:** Send the invite the day or morning of the interview, since the invite will be sent immediately. This prevents interviewers from losing the invite in their email inbox.

Megan Sopko > Beth- Applicants Project

Solutions EngineerOnsite Interview

Schedule interview for Megan

Cancel

Review invitations

Date4/9/2020

Time zoneAmerica/New\_York (-04:00)


Interview templateSoftware Engineer

Schedule overview

+ Add to schedule


Greeting • No scorecard

15 minutes

Kevin Chao


Interview • Software Engineer Scorecard

30 minutes

Karishma Phansalkar

Walkout • No scorecard

15 minutes

Kevin Chao

08 AM

09 AM

Greeting • Kevin Chao

9:15 AM - 9:30 AM

Interview • Karishma Phansalkar

9:30 AM - 10:00 AM

10 AM

Walkout • Kevin Chao

10:00 AM - 10:15 AM

Megan Sopko > Beth- Applicants Project

Solutions EngineerOnsite Interview

Review interview panel for Megan

Go back

Send invitation

Apr 9, 2020

Eastern Daylight Time (-04:00)

9:15 AM - 9:30 AM

Greeting • Kevin Chao

9:30 AM - 10:00 AM

Interview • Karishma Phansalkar

10:00 AM - 10:15 AM

Walkout • Kevin Chao

ToKevin ChaoKarishma PhansalkarKevin Chao

Interview scheduled for {CANDIDATE\_FULL\_NAME}

Dear {INTERVIEWER\_FIRST\_NAME},

Please complete an interview with {CANDIDATE\_FIRST\_NAME}.

After the interview, fill out this interview evaluation form:

{SCORECARD\_LINK}

{INTERVIEW\_SUMMARY}

{}



## Scheduling interviews (Cont.)

### Review responses

Once invitations are sent, your interview panel will have the opportunity to accept or decline the time you have proposed.

When a panelist responds to the invitation, you'll receive an email notification with the opportunity to reschedule should they decline. This visibility & action is also available from the candidate's profile in Talent Hub.

If timing is of the essence, you'll be able to replace a declined panelist from the candidate's profile in Talent Hub as well.

Keep track of all panelists' invitation status directly from the candidate's profile in Talent Hub.



LinkedIn Talent Solutions <messages-noreply@linkedin.com>  
Thu 6/18/2020 3:15 PM  
To: Monika Evje

**Monika Evje didn't accept the interview invitation for Patrick Fullem**  
Implementation Consultant (Feb 2020)

**Patrick Fullem** Candidate  
Implementation Engineer  
Jun 19, 2020 • 10:00 am - 11:00 am (UTC-07:00)

**Patrick's interviewers**

**Monika Evje** UNAVAILABLE  
Default Scorecard

**Reschedule**

**Mae Norris** · 3rd  
Awesomest Account Manager  
Freshing · California Institute of Technology  
San Francisco Bay Area · Technology · 345 88  
maenorris@gmail.com (primary)  
(312) 123-4567 (mobile)

Profile Projects (2) Messages (1) **Feedback (1)** Attachments (0) Recruiting activities (14)

**Interviews and feedback for this project**

**Panel interview in On-site interview**  
Monday, Feb. 5, 10:00am - 2:30pm

Interviewer	Slot & room	
<b>Mayke Schuurs</b> Accepted	Greeting - No scorecard LSFA-F12-5-VC-Metal Gear Solid	...
<b>Zoe Miller</b> Accepted	Teamwork - Account Manager LSFA-F12-5-VC-Metal Gear Solid	...
<b>Helena Solos</b> Accepted	Leadership - Account Manager LSFA-F12-5-VC-Metal Gear Solid	...
<b>Christopher Janus</b> Pending		
<b>Aziz Ari</b> Pending		
<b>Ya Chin Ho</b> Declined	Hiring - Account Manager LSFA-F12-5-VC-Metal Gear Solid	...
<b>Hugo Assunção</b> Accepted	Customer Service - Account Manager LSFA-F12-5-VC-Metal Gear Solid	...

**Reschedule** **Replace interviewer**





## Scheduling interviews (Cont.)

### Candidate confirmation

Once all panelists receive their invitations – you can distribute a confirmation email to the candidate prompting their response to attend the interview as well.

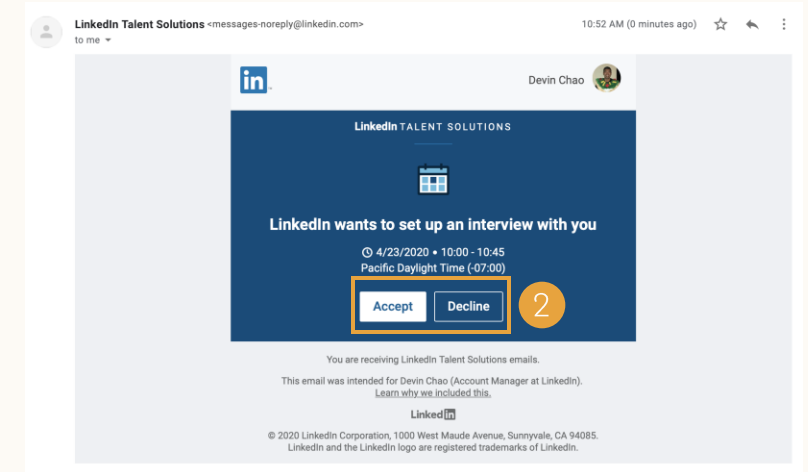
The candidate will receive an email with your company name and specific interview details to accept or decline the invitation, which then triggers an email to the user who scheduled the interview.

Once the candidate accepts, the scheduler can create a separate invitation on their calendar with the appropriate video conferencing link and send it out to the candidate.

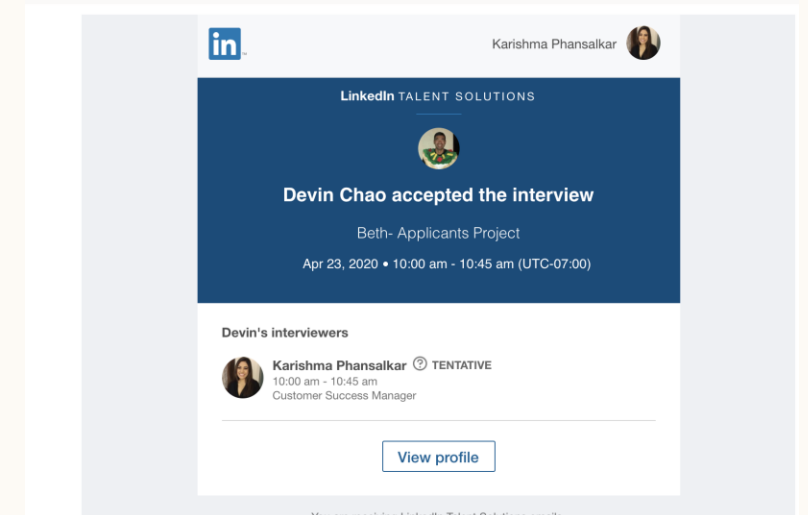
Beth- Applicants Project <span>This project</span>		
<b>Past</b>		
<b>Interview</b>		
Saturday May 30, 2020 12:15 AM – 1:15 AM • Eastern Daylight Time (-04:00)		
Interviewer	Slot & room	Sentiment & score
 Karishma Phansalkar Feedback pending	12:15 AM – 1:15 AM	Not submitted
<b>Past</b>		
<b>Interview</b>		
Friday May 22, 2020 10:45 AM – 11:45 AM • Eastern Daylight Time (-04:00)		
Interviewer	Slot & room	Sentiment & score
 Karishma Phansalkar Pending	10:45 AM – 11:45 AM	Not submitted

- Reschedule
- Cancel
- Send candidate confirmation

1

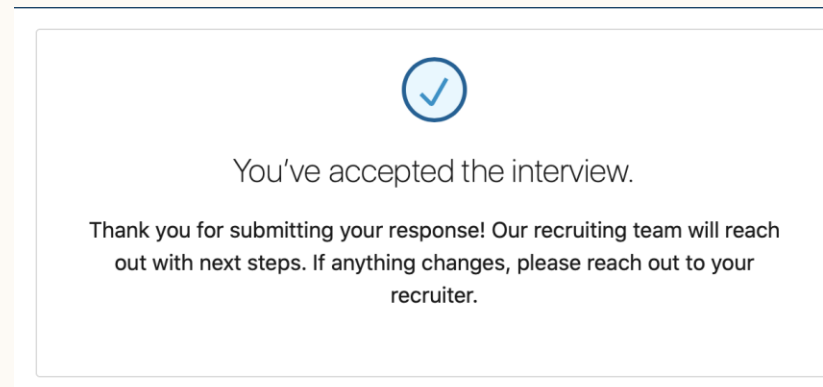


Devin (candidate) accepted the interview



!

Scheduler notification



!

Candidate notification

## Collecting feedback

### Sending Scorecards

Help your interviewers feel prepared and your candidates comfortable by sending Scorecards prior to the interview.

After you send an invitation, the interviewer will receive a message from “[messages-noreply@linkedin.com](mailto:messages-noreply@linkedin.com)” with a link to access and fill out the Scorecard.

Once the interviewer clicks “Fill scorecard”, they can see the candidate’s profile and scorecard in a new tab.

All feedback can be viewed from the candidate’s profile under the “Interview & feedback” tab. If all feedback has been submitted, managers will see a final score.



Interview scheduled for Megan Sopko

Getting too much email? [Unsubscribe](#)

**messages-noreply@linkedin.com**  
Wed 4/8/2020 11:47 AM  
To: Karishma Phansalkar

**LinkedIn TALENT SOLUTIONS**

**Interview Scheduled**  
Beth- Applicants Project in Anchorage, Alaska, United States  
🕒 Apr 09, 2020 • 09:30 - 10:00  
Eastern Daylight Time (-04:00)

**Megan Sopko** Candidate  
Public Relations Intern

Dear Karishma, Please complete an interview with Megan. After the interview, fill out this interview evaluation form: <https://lnkd.in/gVpGN55>  
INTERVIEW SCHEDULE Apr 09, 2020 • 09:15-10:15 America/New\_York (-04:00) 09:15-09:30 Kevin Chao Greeting No room selected 09:30-10:00 Karishma Phansalkar INTERVIEW No room selected 10:00-10:15 Kevin Chao Walkout No room selected

**1** [Fill scorecard](#)

TALENT HUB Projects Recruiter search Reports

Beth- Applicants Project in the Anchorage, Alaska, United States area  
ID #: 330204100 [View requisition](#)

**Megan Sopko** 1st Applicant  
Solutions Engineer for Talent Hub at LinkedIn  
LinkedIn • Santa Clara University  
San Francisco, California, United States  
• 500+ [Public profile](#)

Attachments  
 **Test Resume.docx**  
Resume [Download](#)

Highlights  
**16 Mutual connections**  
You and Megan are connected with Venu Tavisala, Raymen Au, and 16 more **LinkedIn**  
Megan started at LinkedIn 10 months before you did.

Experience  
 **Solutions Engineer**  
LinkedIn  
Mar 2019 – Present • 1 yr 1 mo  
 **Senior Solutions Consultant, Strategic Accounts**  
Glassdoor  
May 2018 – Mar 2019 • 10 mos  
 **Solutions Consultant, Strategic Accounts**  
Glassdoor  
Feb 2017 – Apr 2018 • 1 yr 2 mos  
**Sales Engineer, Strategic Accounts**  
AdRoll  
May 2015 – Feb 2017 • 1 yr 9 mos  
**Account Manager, Agency Accounts**  
AdRoll  
Apr 2013 – May 2015 • 2 yrs 1 mo  
[Show more](#)

**2** **Software Engineer Scorecard**  
Your progress is automatically saved: ∞ ago  
**Programming Skills - C++**  

1	2	3	4
---	---	---	---

add any notes or additional feedback...

**Programming Skills - Java**  

1	2	3	4
---	---	---	---

add any notes or additional feedback...

**Algorithms**  

1	2	3	4
---	---	---	---

add any notes or additional feedback...

**Data Structures**  

1	2	3	4
---	---	---	---

add any notes or additional feedback...

**Analytical Skills**  

1	2	3	4
---	---	---	---

add any notes or additional feedback...

Profile Projects (17) Messages (4) **Interview & feedback (9)** Attachments (1) Recruiting Activities

**Beth- Applicants Project** This project

**Past**  
**Interview**  
Friday April 10, 2020 8:00 PM – 9:00 PM • Eastern Daylight Time (-04:00)  
Candidate invitation sent on April 9

Interviewer	Slot & room	Sentiment & score
<b>Karishma Phansalkar</b> <span>Feedback completed</span>	8:00 PM – 9:00 PM • technical	Strong yes 100/100

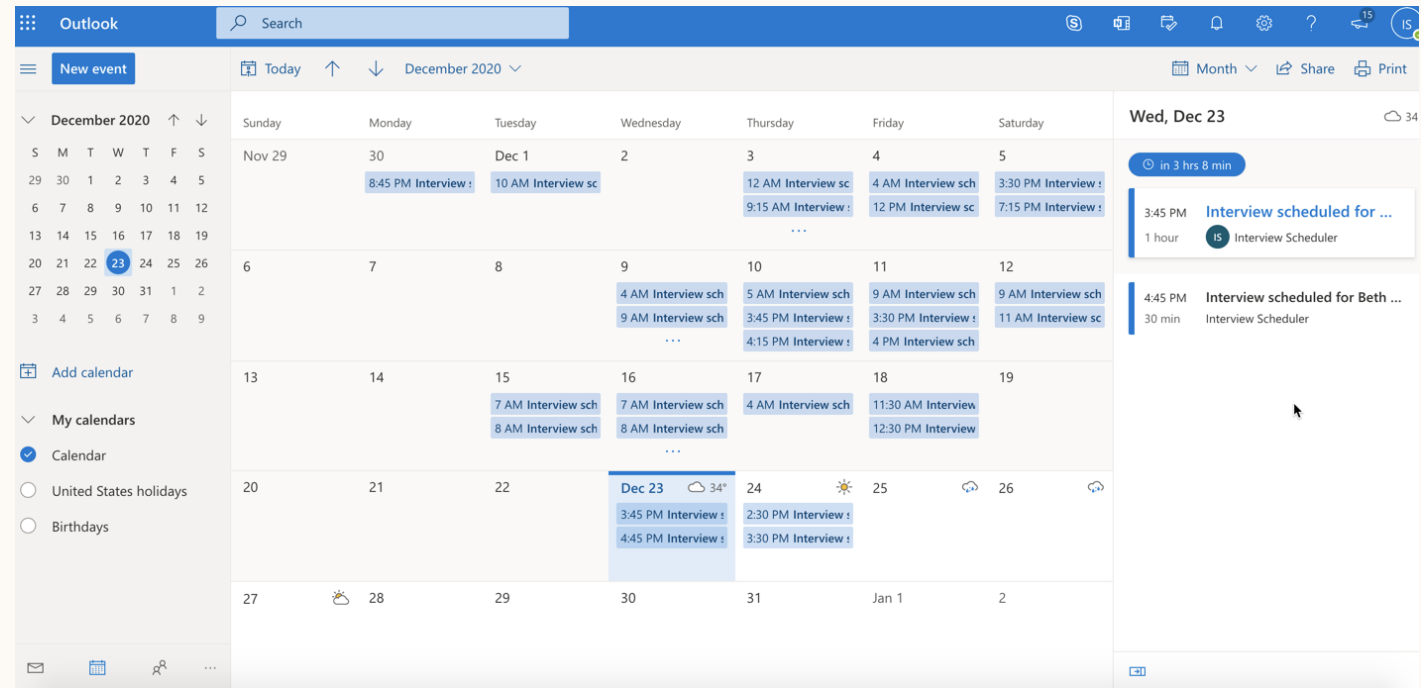
**3**

## Visibility into interviews scheduled

When scheduling an interview in Talent Hub, we do not send an invitation to the person who is scheduling the interview (unless they are added as an interviewer) so that we do not unnecessarily block your calendar. However, sometimes users would like to see what interviews are currently scheduled all in one place.

In order to do this, you will first need to get the service account credentials from your IT team. These should be the credentials of the account that was used to set up the email/calendar integration in Talent Hub. Then, follow the instructions on the right-hand side of this page.

You can see all panel interviews scheduled in Talent Hub by sharing the service account calendar with yourself.



Select your email provider below for setup instructions and sign into the service account calendar (*this might require an incognito tab if you have SSO or automatically sign into your own account*)

[Microsoft Office - Web](#)

[Microsoft Office - Desktop](#)

[Google](#)

# Questions?

Visit the [Help Center](#) or [Talent Hub 101](#) — and your LinkedIn Support team is always available for additional support.

Thank you.

