

Interview scheduling without GSuite or Outlook 365 integration

Unlock the power of scheduling in Talent Hub
without your email/calendar integrated.

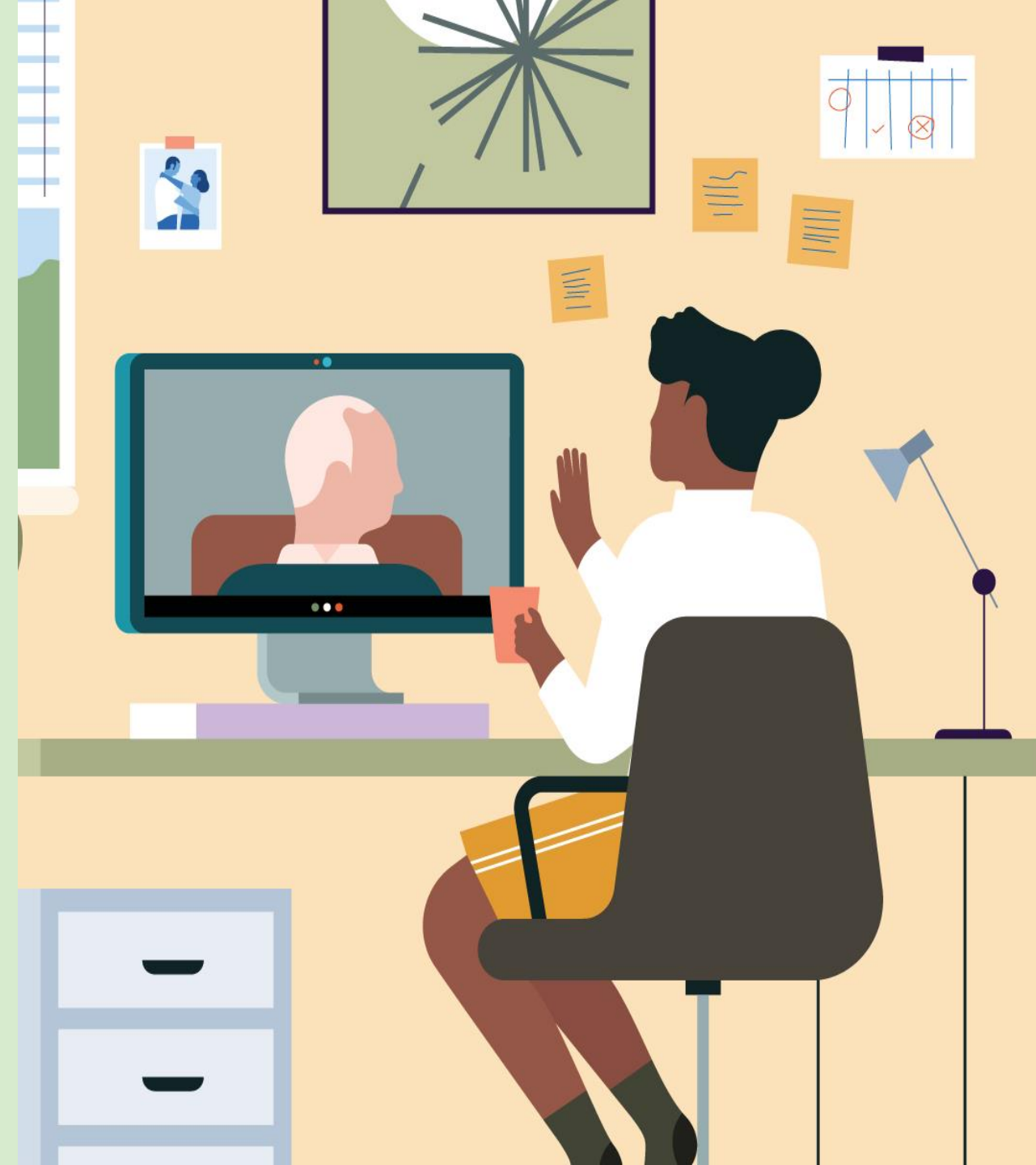


It all starts with an interview

Interviews should be one of the most exciting parts of the hiring process. Rest easy knowing that candidates and interviewers are getting what they need by scheduling interviews from within Talent Hub, even without integrating your email and calendar.

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

- 1 Set your preferences**
Prepare your email/calendar settings to not integrate so you can use interview scheduling appropriately in Talent Hub
- 2 Schedule interviews, step by step**
Hire qualified talent by connecting candidates with your team.
- 3 Collect team feedback**
Prepare interviewers for the conversation and ensure timely feedback by sending Scorecards directly to their inbox.



Preferences

Control your settings

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

Click “Email & calendar” from the left, sidebar.

Select “Don’t integrate”. You will still have access to interview templates and scorecards, but it will not integrate with your calendar system.

The screenshot shows the LinkedIn Talent Hub interface. At the top, there is a navigation bar with 'Talent Hub', 'Projects', 'Recruiter search', and 'Reports'. A search bar is on the right. Below the navigation bar, the user's profile is shown on the left, including a profile picture and name 'Brook Burgess'. The main area displays 'Recent projects (7)'. Two projects are visible: 'Beth- Applicants Project' and 'test'. The right sidebar shows a dropdown menu with options: 'Product settings' (highlighted with an orange box and a '1' in a yellow circle), 'Account center', 'Manage Talent Hub career site', 'Change contract', 'Go to LinkedIn.com', and 'Sign out'.

The screenshot shows the 'Email & calendar services' settings page. On the left, there is a sidebar with 'Company Settings' and a list of options: 'Usage overview', 'Job posting', 'Preferences', 'Rooms & locations', 'Email & calendar' (highlighted with an orange box and a '2' in a yellow circle), and 'Cost centers'. The main area is titled 'Email & calendar services' and contains a section 'Company email and calendar platform' with a 'Cancel' and 'Save' button. Below this, there is a dropdown menu 'Select which platform to integrate with' and three radio buttons: 'Google GSuite', 'Microsoft Office 365', and 'Don't integrate' (selected and highlighted with an orange box and a '3' in a yellow circle).

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

Require two-step verification

Require all users to turn on two-step verification. This makes your contract more secure.

Edit

Off

InMail usage limit

Limit the number of new InMail messages a user can send each month

Edit

No seats limited

Enable bulk messaging restrictions

Limit whether users can send bulk messages to candidates

Edit

No seats limited

InMail default visibility

Select the default option for who can view InMail message contents in your contract

Edit

Anyone in my organization

View reporting of other users

Enable to allow non-admin users see the usage reporting data for all users on the contract

Edit

Off

Enable cross-contract reporting visibility

Enable to allow users to view reporting for all contracts on your company's account

Edit

On

Manage who can view and export sensitive candidate data

Choose who can view and export sensitive candidate self-identification data for all candidates in the contract

Edit

All seat holders

Enable cross-contract visibility

Enable to allow users on this contract to see summary recruiting activity (tags, projects, notes, and messages) from other contracts within your account.

Edit

Off

Tracking ID for searches and InMail

Require users to input a tracking ID whenever they perform a search or send an InMail (this is generally used for compliance reasons)

Edit

Off

Hide profile photos

Turn on to hide candidates photos.

Edit

Off

View Media Analytics reports

Enable to allow non-admin users to see the Media Analytics reporting data for all projects on the contract

Edit

Off

Enable recurring email reminders for interview feedback

Enable to send automatic email reminders to interviewers to finish feedback. Reminders will send every 48 hours after the 1st reminder for up to 7 days.

Cancel

Save

Turn on to enable automatic email reminders.

On

Off

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in


Swati Raina

Swati Raina

LinkedIn Talent Solutions

Leave your interview feedback


Swati BugBash



Sanket Dhopeshwarkar

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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Scheduling interviews

Connect with candidates

Finding your next exceptional hire begins with scheduling an interview.

Navigate to a candidate in the “Pipeline” tab. Select “Schedule interview.” This option only shows for candidates in the screen or interview stages.

Select the “Date” and “Time zone.”
Tip: Make sure to double-check the 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.



Beth- Applicants Project > Pipeline

All active candidates13

Archived candidates0

Uncontacted5

Contacted1

Replied0

Recruiter Phone Screen1

Hiring Manager Screen1

Onsite Interview2

Offer Extended2

Hired1

13 RESULTS

Search by name, title, skill, or country...

Sort by: Last modified

1 - 13

Devin Chao · 2nd Sourced

Account Manager at LinkedIn

New York, New York, United States

Internet

CurrentAccount Manager at LinkedIn · 2018 – Present

PastAccount Manager Intern at University of Maryland · 2014 – 2014

EducationUniversity of Maryland, Bachelor's degree · 2011 – 2015

SpotlightsCompany follower 4 connections

ActivityIn 5 projects 5 views

Saved byKarishma Phansalkar on April 22, 2020

Bryan Barrett · 2nd Applicant

Sr. Solutions Engineer at LinkedIn

San Francisco, California, United States

Computer Software

CurrentSenior Sales Engineer at LinkedIn · 2019 – Present

PastSenior Sales Engineer at Lever · 2018 – 2019

Group Manager, Sales Engineering at Citrix · 2014 – 2017

Advisory Board Member and Seed Round Investor at CrossFleet - acquired by Allogistics · 2014 – 2015

Show all (12)

Change stage

Archive

Schedule interview

Run background check

Add note

Share for review

Add tag

Save to another project

Save to PDF

Find more people like

In Contacted

Stage changed on April 6, 2020 by Karishma Phansalkar (me)

Megan Sopko > Beth- Applicants Project

Solutions Engineer Onsite Interview

Schedule interview for Megan

Cancel Review invitations

2

Date4/9/2020

Time zoneAmerica/New_York (-04:00)

Schedule overview

+ Add to schedule

12 AM

01 AM

02 AM

03 AM

3

Interview template

No template

Software Engineer

CRM consultant Template

RohitTest

Final interview

CSM Interview Panel

Project Manager Interview Template

Recruiter Demo

Sales Engineer Interview Template

Scheduling interviews (Cont.)

Review invitations

Add interviewers into each slot.
Note: you will not be able to see free/busy of their calendar because it is not integrated.

Once you add in the interviewers and schedule the interviews, 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

Date

4/9/2020

Time zone

America/New_York (-04:00)

Interview template


Software 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

To

Kevin Chao

Karishma Phansalkar

Kevin 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.)

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 **This project**

Past

Interview


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

Past

Interview

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



You've accepted the interview.


Thank you for submitting your response! Our recruiting team will reach out with next steps. If anything changes, please reach out to your recruiter.

!


Candidate notification

LinkedIn Talent Solutions <messages-noreply@linkedin.com>
to me

10:52 AM (0 minutes ago) ☆ ↶ ⋮

Devin Chao 

LinkedIn TALENT SOLUTIONS



LinkedIn wants to set up an interview with you

🕒 4/23/2020 • 10:00 - 10:45
Pacific Daylight Time (-07:00)

Accept **Decline** 2


You are receiving LinkedIn Talent Solutions emails.


This email was intended for Devin Chao (Account Manager at LinkedIn).
Learn why we included this.

LinkedIn


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Devin (candidate) accepted the interview



Karishma Phansalkar 

LinkedIn TALENT SOLUTIONS




Devin Chao accepted the interview

Beth- Applicants Project

Apr 23, 2020 • 10:00 am - 10:45 am (UTC-07:00)

Devin's interviewers

 **Karishma Phansalkar** 🕒 TENTATIVE
10:00 am - 10:45 am
Customer Success Manager

View profile

You are receiving LinkedIn Talent Solutions emails.

!

Scheduler notification

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
<div> <div></div> <div> Karishma Phansalkar Feedback completed </div> </div>	8:00 PM – 9:00 PM • technical	<div> <div>Strong yes</div> <div>100/100</div> </div>

Questions?

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

Thank you.

