

## Interview scheduling without GSuite or Outlook 365 integration

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

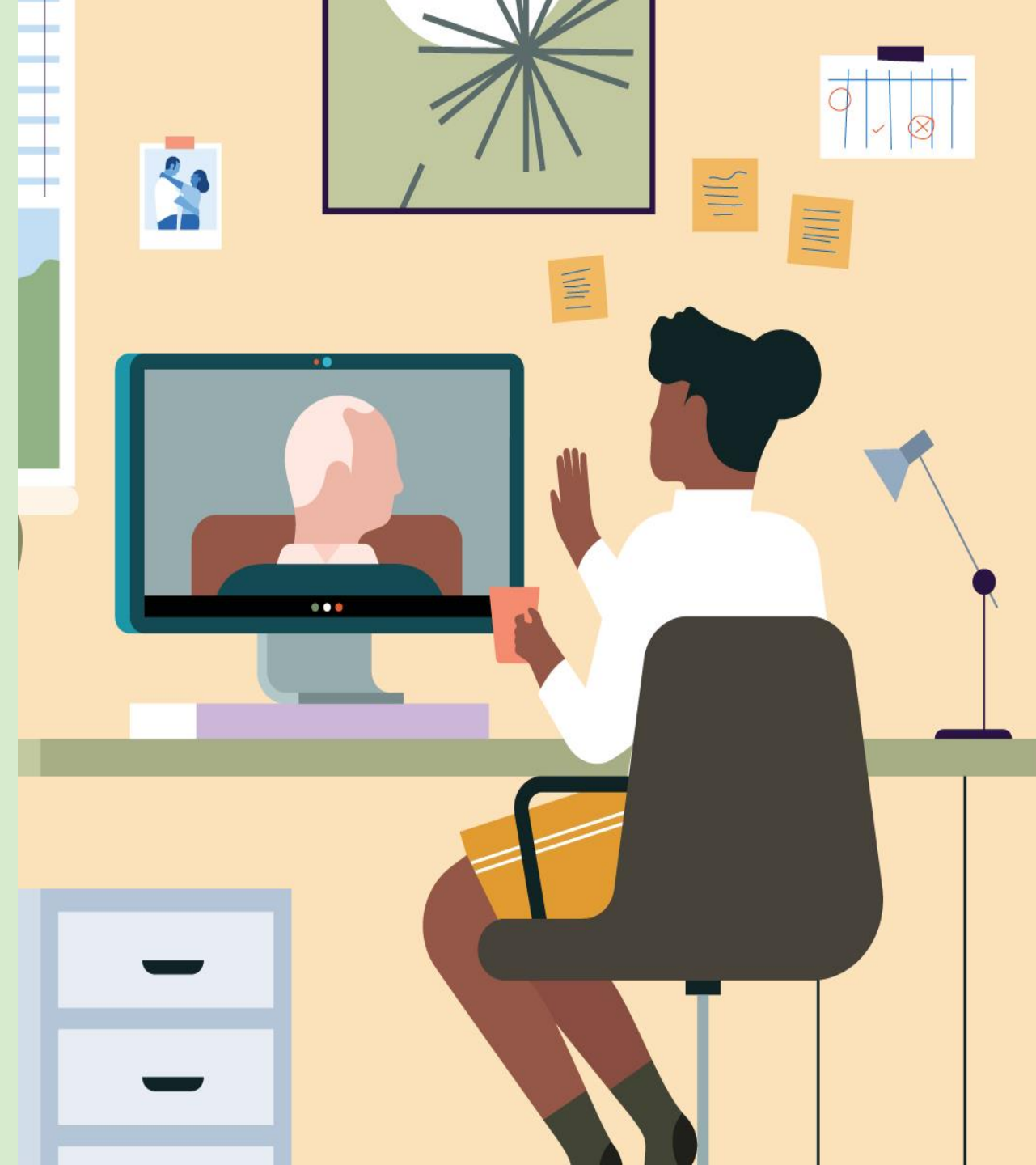


## It all starts with an interview

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 Control your calendar 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.



# Calendar 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 profile for Brook Burgess is visible. On the right side, a dropdown menu is open, showing options: 'Product settings' (highlighted with a red 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 main content area shows 'Recent projects (7)'. Two projects are listed: 'Beth- Applicants Project' (ID: 336254186) and 'test' (ID: 361948204). Each project shows location, creation time, owner, job title, and recommended matches.

The screenshot shows the 'Email & calendar services' settings page. The page title is 'Email & calendar services'. Below the title, there is a section for 'Company email and calendar platform' with 'Cancel' and 'Save' buttons. A dropdown menu is open, showing the text 'Select which platform to integrate with'. Three options are visible: 'Google GSuite', 'Microsoft Office 365', and 'Don't integrate' (selected with a blue dot and highlighted with a red box and a '3' in a yellow circle). On the left sidebar, the 'Email & calendar' option is highlighted with a red box and a '2' in a yellow circle.

# 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

13 RESULTS Search by name, title, skill, or country... Sort by: Last modified 1 - 13

**All active candidates** 13

Archived candidates 0

Uncontacted 5

Contacted 1

Replied 0

Recruiter Phone Screen 1

Hiring Manager Screen 1

Onsite Interview 2

Offer Extended 2

Hired 1

**Devin Chao** · 2nd Sourced  
Account Manager at LinkedIn  
New York, New York, United States  
Internet

**Current** Account Manager at LinkedIn · 2018 – Present

**Past** Account Manager Intern at University of Maryland · 2014 – 2014

**Education** University of Maryland, Bachelor's degree · 2011 – 2015

**Spotlights** Company follower 4 connections

**Activity** In 5 projects 5 views

**Saved by** Karishma Phansalkar on April 22, 2020

**Bryan Barrett** · 2nd Applicant  
Sr. Solutions Engineer at LinkedIn  
San Francisco, California, United States  
Computer Software

**Current** Senior Sales Engineer at LinkedIn · 2019 – Present

**Past** Senior 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 Algogistics · 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 Solutions Engineer Beth - Applicants Project Onsite Interview

Schedule interview for Megan

Cancel Review invitations

Date 4/9/2020 Time zone America/New\_York (-04:00)

Schedule overview

+ Add to schedule

12 AM

01 AM

02 AM

03 AM

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 Engineer Onsite Interview

Schedule interview for Megan Cancel **Review invitations** 1

Date: 4/9/2020 Time zone: America/New\_York (-04:00) Interview template: Software Engineer

	Schedule overview	Greeting • No scorecard 15 minutes	Interview • Software Engineer Scorecard 30 minutes	Walkout • No scorecard 15 minutes
08 AM	+ Add to schedule	Kevin Chao	Karishma Phansalkar	Kevin Chao
09 AM		9:15 AM - 9:30 AM	9:30 AM - 10:00 AM	
10 AM				10:00 AM - 10:15 AM

Megan Sopko > Beth- Applicants Project  
Solutions Engineer Onsite Interview

Review interview panel for Megan Go back **Send invitation** 2

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	Ser
Karishma Phansalkar Pending	10:45 AM – 11:45 AM	No

Reschedule  
Cancel  
Send candidate confirmation

1

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

LinkedIn

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.

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

! Scheduler notification

# Collecting feedback

## Send invitations & scorecards

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.

Interview scheduled for Megan Sopko

Getting too much email? [Unsubscribe](#)

[messages-noreply@linkedin.com](mailto: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 # 330204180 [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](#)

**2**

Attachments  
 Test Resume.docx DOCX  
Resume

Highlights  
 18 Mutual connections  
You and Megan are connected with Venu Tavisala, Raymen Ai, 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](#)

Software Engineer Scorecard  
Your progress is automatically saved: ∞ ago

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> Feedback completed	8:00 PM – 9:00 PM • technical	Strong yes 100/100 <b>...</b>

**3**



## Questions?

You'll find more information about scheduling interviews in the Help Center. In addition, your LinkedIn Customer Success Manager is always available to answer questions.

LinkedIn Talent Hub Help Center:

- [Scheduling Candidate Interviews in Talent Hub](#)

Thank you.

