

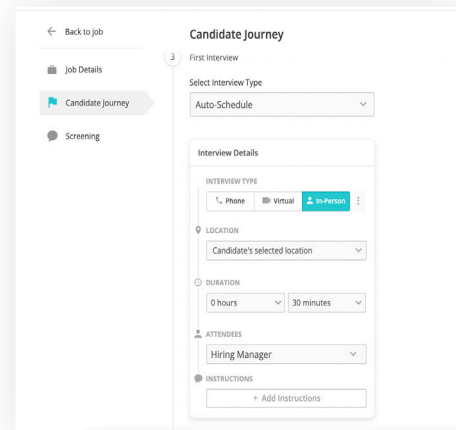
## How does Olivia auto-schedule?

By default, your Paradox account is set up to automatically schedule with the Salon Manager at the location the candidate applied to.

## How does Olivia know who to schedule with?

Olivia will schedule candidates with the users who have the user role assigned to the job. For example, the image to the right is the configuration for the Stylist job. This configuration tells Olivia to schedule 30 min in person interviews with the Hiring Managers that have access to the location the candidate selected.

You can determine which locations a Hiring Manager has access to under Location Management (All Apps > Settings > Location Management).



## How does Olivia know which times to present candidates with for an interview?

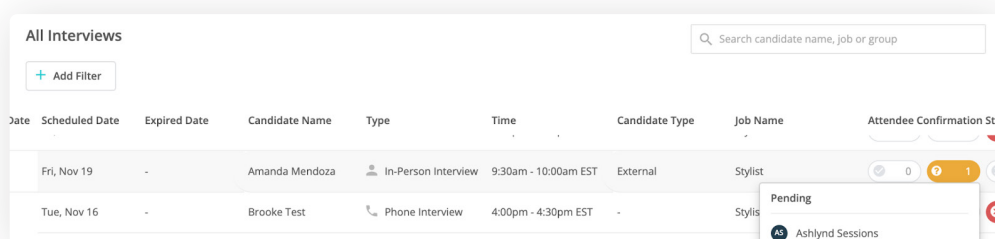
Olivia will look at the Hiring Managers recurring availability to see when they are available to take interviews. Hiring Managers can connect a calendar or limit their recurring availability on their profile. They can also adjust their availability per day under "My Calendar."

## What is the benefit of allowing Olivia to automatically invite qualified candidates to interviews?

Olivia is available 24/7. If a candidate engages with Olivia, she can get them scheduled for an interview before they have the opportunity to apply with a potential competitor. If the interview date/time that Olivia scheduled doesn't work for your Salon Manager, then the Salon Manager can tell Olivia to cancel or reschedule the interview by responding to the calendar invite sent via email or by updating the interview in the app or on the desktop.

## How does Olivia know which timezone to use?

Olivia will present times to candidates in the timezone that is set on the interview attendees profile. The interview attendee is who Olivia scheduled an interview with. You can find who Olivia tried to schedule an interview with by going to All Apps > Interviews > Searching the candidates name & hovering over the Interview Attendee.



Date	Scheduled Date	Expired Date	Candidate Name	Type	Time	Candidate Type	Job Name	Attendee Confirmation Status
Fri, Nov 19	-	-	Amanda Mendoza	In-Person Interview	9:30am - 10:00am EST	External	Stylist	<span>0</span> <span>1</span>
Tue, Nov 16	-	-	Brooke Test	Phone Interview	4:00pm - 4:30pm EST	-	Stylist	<span>Pending</span> <span>Ashlynd Sessions</span>