

# Turn off Auto-scheduling

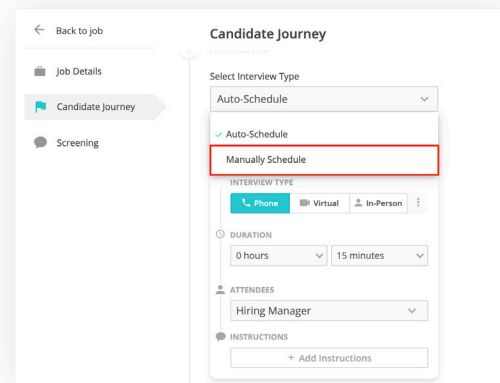
## How do I turn off auto-scheduling?

### New workflow

- Capture > Manually choose a time with the candidate >
- Add the interview time into Paradox so Olivia can put it on the candidate and interview attendees calendar and send reminders >
- Olivia sends application to candidate after interview is scheduled in Paradox

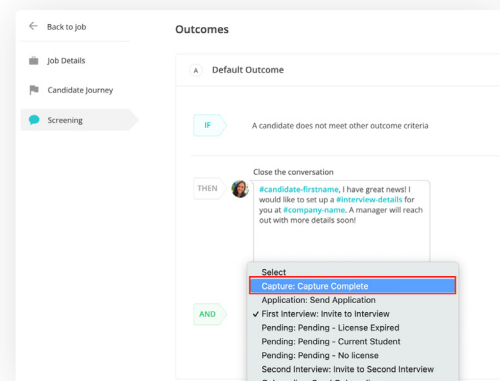
### Instructions: Part 1

- All Apps >
- Settings >
- Jobs >
- Select a Job >
- Select Candidate Journey >
- Adjust each jobs candidate journey from "Auto-schedule" to "Manually Schedule"
- [Video here](#)



### Instructions: Part 2

- Jobs >
- Select a Job >
- Select Screening >
- Add in messaging such as "A manager will reach out with more information."
- Adjust outcomes to "Capture Complete"
- [Video here](#)



### Instructions: Part 2

- All Apps > Settings > Workflows > + New Workflow
- Audience: whichever user role should be notified when there is a new candidate who has applied, this will be who is conducting the interview.
- + Task > + Add Trigger > Candidate Status Updated > To: Capture Complete
- + Send Communication
- Enter message Olivia should send user when a candidate reaches "Capture Complete"
- [Video here](#)