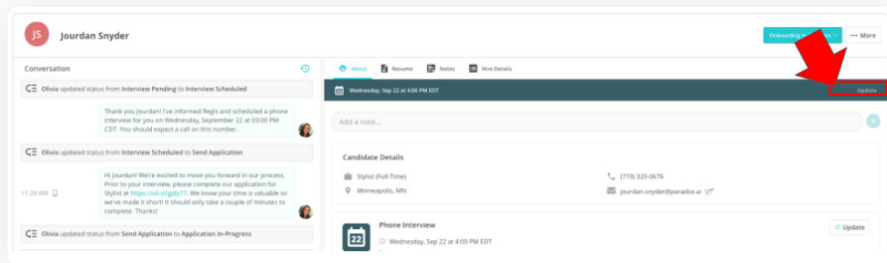


Updating Interviews



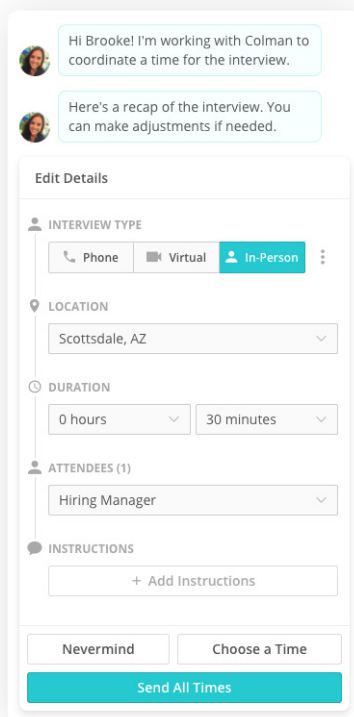
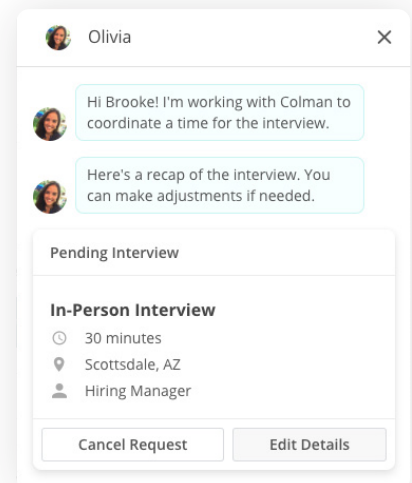
How do I update interview details, reschedule, or cancel?

1. Find the candidate that is being interviewed in the homepage
2. Locate the scheduling banner under the about page for the candidate and click update



3. Olivia will pop up in a conversational widget to the right and you can select "Cancel Request" or "Edit Details" to reschedule or change the interview details

- "Edit Details" will allow you to change the time, type, location and attendee of the interview



- Choose a time, will let you select a specific time, this is useful if you have previously discussed a time with a candidates
- **Send all times** will send all of your current availability and Olivia will coordinate a time that works for the candidate

Where does Olivia pull times to schedule interviews from?

Olivia actually pulls interview times based on your availability and busy/free times from a connected calendar or the recurring times you've set in your availability. You also can view your master calendar by going to All Apps > My Calendar. This shows you your schedule for the week, any interviews you have scheduled, and if you add any busy times here it will override both your linked calendar and recurring calendar.

What if Olivia schedules an interview and I'm busy or something comes up during that time?

Olivia will always schedule according to your scheduling timeline, which is by default 12 hours out. If you are unavailable at times that she scheduled it's easy to update the interview time, or cancel the interview all together.